



General  
Investment  
Authority

# SERVICES MANUAL

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# CONTENTS

01.00	THE AIM OF THIS MANUAL	7
02.00	INTRODUCTION TO THE LICENSES AND INVESTMENT	9
03.00	ISSUANCE OF LICENSES	13
03.01	License for Service Activity	14
03.02	License for Industrial Activity	15
03.03	License for a Scientific and Technical Office	16
03.04	New Licenses for Contracting Activity	17
03.04.01	Temporary Certificate to Submit Proposals for Government Projects	17
03.04.02	Permanent Contracting License	19
03.05	License for Entities with Existing License	21
03.06	Temporary Licenses for the Performance of a Government/ Semi-Government Contract	22
03.07	License for Commercial Activity	23
03.07.01	Commercial license with Saudi shareholder	23
03.07.02	100% Foreign Commercial License	24
03.08	License For Public Transport Activity	26
03.08.01	Service for Issuing License to Practice Buses Land Transport Activity within Cities	26
03.08.02	Service for Issuing License to Practice Land Transport Activity by Metros within Cities	28
03.08.03	Service for Issuing License to Practice Other Transport Activity	29
03.09	Consulting License for Engineering Offices	30
03.10	Entrepreneur Licenses	31
03.11	Immediate License	32
03.12	Consulting License for Technical & Economic Communication Offices	34
03.13	License for Agents of Recruitment and Hiring of Domestic Labor Services	35
03.14	Licensing the Activity of University Colleges and Constant Universities	36
03.15	License the Activity of Audiovisual Media	37
04.00	MENDMENT OF LICENSE	38
04.01	Re-Allocation of Shares	39
04.02	Exit of Shareholders	40
04.03	Entry of Partners (New Investo/New Company)	41
04.04	Entry of Partners (Companies Licensed by SAGIA)	42
04.05	Conversion of Individual Entities into A Company	43
04.06	Transfer of Ownership to Inheritors	44

04.07	Opening of Branches or Marketing Centers	45
04.08	Closure of Branches or Marketing Centers	46
04.09	Adding or Modifying the Activity of a Service License	47
04.10	Adding, Modifying, or Eliminating Products of Industrial Projects	48
04.11	Capital Reduction	49
04.12	Capital Increase	50
04.13	Increase of Manpower for Industrial Projects	51
04.14	Change of Location	52
04.15	Change of Commercial Name	53
04.16	Increase of Manpower for Scientific and Technical Office	54
04.17	Modifying the Nationality of the Foreign Investor	55
04.18	Changing the legal entity	56
04.19	Merge Companies	57
04.20	Changing the business name of the partner	58
<b>05.00</b>	<b>RENEWAL OF LICENSES</b>	<b>59</b>
<b>06.00</b>	<b>PROPERTY OWNERSHIP AND SALE</b>	<b>61</b>
06.01	Property Ownership Service	62
06.02	Sale of Property	63
06.03	Property Ownership Service for Property Investment	64
06.04	Property Selling Service for Property Investment	65
<b>07.00</b>	<b>CONVERSION OF A FOREIGN ENTITY TO A % 100 NATIONAL ENTITY</b>	<b>66</b>
<b>08.00</b>	<b>VOLUNTARILY CANCELLATION OF LICENSE</b>	<b>68</b>
08.01	Notification for The Purpose of Voluntary Cancellation of the License	69
08.02	Apply for Voluntary Cancellation of the License	70
<b>09.00</b>	<b>SAGIA SPECIAL SERVICES</b>	<b>71</b>
09.01	License Renewal (For Companies Delayed on CR Issuance)	72
09.02	Renewal of Licenses for Liquidation Purposes	73
09.04	Updating Entity's Contact Information	75
09.05	Transfer of Sponsorship of the Foreign Investor	76
09.06	Renewal of Residence Permit of the Investor whose License is Cancelled	77
09.07	Exit-Re-Entry Visas of the Investor whose License is Cancelled	78
09.08	Final Exit of the Investor whose License is Cancelled	79
09.09	Issuance of Supporting Letter for Investor Profession	80
09.10	Extension of The Written Notification Deadline	82

09.11	Reply to the Written Notification	83
09.12	Government Data Update Service	84
09.13	Ending of Service Suspension for an Investor in Passports Dept.	85
09.14	Opening an Account for the Saudi Investor	86
09.15	Changing the E-Mail	87
<b>10.00</b>	<b>GOVERNMENT ENTITIES' SERVICES IN BUSINESS CENTERS</b>	<b>88</b>
10.01	Ministry of Commerce and Investment	89
10.01.01	Booking Commercial Name	89
10.01.02	Issuance of Commercial Registration for Sole establishment	90
10.01.03	Issuance of Commercial Registration for Company	91
10.01.04	Registration of Sole Establishment Branch	92
10.01.05	Registration of Company Branch	93
10.01.06	Study of Articles of Association of New Company	94
10.01.07	Renewal of Commercial Registration for Sole Establishments	95
10.01.08	Renewal of Commercial Registration for Companies	96
10.01.09	Conversion of Commercial Registration from Sole establishment to Company	97
10.01.10	Issuance of a Replacement of Damaged Commercial Registration for Sole Establishments	98
10.01.11	Issuance of a Replacement of a Damaged Commercial Registration for Companies	99
10.01.12	Issuance of a Replacement of Lost Commercial Registration for Sole Establishments	100
10.01.13	Issuance of a Replacement of Lost Commercial Registration for Companies	101
10.01.14	Amendment of Commercial Registration for Sole Establishment	102
10.01.15	Amendment of Commercial Registration for Companies	103
10.01.16	Amendment of Sole Establishment Address	104
10.01.17	Amendment of Company Address	105
10.01.18	Issuance of the Commercial Register for branches of foreign companies	106
10.02	Ministry of Justice	107
10.02.01	Issuance of attorney	107
10.02.02	Industrial Mortgage	108
10.02.03	Authentication of Companies' Article of Association	109

	10.02.04	Authentication of Amendment Resolution of Companies' Article of Association	110
10.03		Recruitment Affairs	111
	10.03.01	Recruitment of Investors' Families	111
	10.03.02	Recruitment of High Professions' Families	112
10.04		General Department of Passports	113
	10.04.01	Extension of Visit Period	113
	10.04.02	Extension of Travel Visa Period	114
	10.04.03	Exit and Return Visa	115
	10.04.04	Final Exit Visa (For Investors and General Managers Only)	116
	10.04.05	Exit and Return Visa for Accompaniers	117
	10.04.06	Cancellation of Exit and Return Visa	118
	10.04.07	Issuance of New Iqama	119
	10.04.08	Issuance of Iqama for Private Driver or Maid	120
	10.04.09	Dismissal of an Employee Holding Separate Iqama	121
	10.04.10	Renewal of Iqama	122
	10.04.11	Cancellation of Iqama for Person who has leaved and has not returned	123
	10.04.12	Issuance of replacement Copy of Damaged Iqama	124
	10.04.13	Addition of Subordinates to Paterfamilias	125
	10.04.14	Issuance of replacement Copy of Damaged Passport	126
	10.04.15	PRINT Application	127
	10.04.16	Bio Fingerprint	128
	10.04.17	Amendment of Passport Data	129
	10.04.18	Information Transfer	130
	10.04.19	Sponsorship Transfer and Profession Amendment for General Manager of Foreign Companies Branch	131
	10.04.20	Services Transfer for Private Driver and Maid	132
10.05		Ministry of Labor and Social Development	133
	10.05.01	Recruitment of Drivers and Servants	133
	10.05.02	Cancellation of Drivers and Servants Visas	134
	10.05.03	Data Updating	135
	10.05.04	Services Transfer of Expatriates	136
	10.05.05	Amendment of Entity Name	137
	10.05.06	Professions Amendment (High Professions)	138
11.00		<b>GENERAL RULES AND PROVISIONS</b>	<b>139</b>

11.01	General Instructions for Licensed Entities	140
11.02	Documentations to be maintained effective by Entities to be submitted upon request	141
11.03	Restrictions on Licenses	142
11.04	Specialized Activities Which Require Approval by Other Government Agencies	144
11.06	Violations As Per Executive Regulations	147
11.07	License Cancellation by a Resolution of SAGIA's Board (Punitive Cancellation)	149
11.08	Types of Licenses, Minimum Capital Requirement and Percentage of Saudi	150
11.09	Rights of Foreign Investor	151
11.10	Rights of Saudi Arabian General Investment Authority	155
11.11	Rules of Usage Policy of SAGIA Website	156
<b>12.00</b>	<b>COMMUNICATION WITH SAGIA</b>	<b>158</b>
12.01	Mechanism of Communication with SAGIA	159
12.02	Addresses of Business Centers	160
<b>13.00</b>	<b>FORMS AND COMMITMENTS</b>	<b>161</b>
13.01	Form of Updating of Entity's Contact Details	162
13.03	Service Manual Amendment Form	163
13.04	A Commitment Form of Obtaining License for Public Transport Activity	164
13.05	A Commitment Form of License Voluntary Cancellation	165
13.07	A Commitment to obtain a permanent contracting license	166
13.11	A Commitment Form of Obtaining License for Agents of recruitment and hiring of domestic labor services	167
13.12	A Commitment Form of Obtaining License for activity of university colleges and constant universities	168
<b>14.00</b>	<b>APPENDICES</b>	<b>169</b>
Appendix (1):	Schedule of Financial Limits for Contractors Classification of First and Third Rank	170
Appendix (2):	List of Businesses Excluded from Foreign Investment	173

# 01.00 THE AIM OF THIS MANUAL



This manual is intended to clarify the requirements and procedures for services provided by SAGIA to raise the efficiency in the implementation of services with quality satisfying the customers. This manual also aims to provide a reference for all SAGIA employees and its audience of customers and the relevant authorities to ensure enhancing transparency and clarity in the procedures of the provided services and standardize implementation mechanisms.



# 02.00 INTRODUCTION TO THE LICENSES AND INVESTMENT



Welcome to the Kingdom of Saudi Arabia and Welcome to the Saudi Arabian General Investment Authority (SAGIA). The granting of new licenses to invest in the Kingdom of Saudi Arabia and procedures of amendment requests of existing licenses are based on a fixed base that Saudi Arabia is seeking to attract and enable serious investments that contribute positively to the development of the national economy and sustainable development, including the following:

1. Transfer and localization of technical knowledge to the requests of the license in the industrial activities.
2. Diversifying sources of income in the Kingdom of Saudi Arabia.
3. Increase exports.
4. The development of the Saudi manpower.
5. Enhance the competitiveness of the economy and its products in the local and global markets.
6. Balanced development between the administrative regions of the Kingdom.

Therefore, SAGIA welcomes you and looking forward to provide the applicants with the local and global characteristic expertise of investment applications, in addition to the financial and organizational ability to activate investment in the Kingdom through the following:

1. Production method according to the latest standards and international specifications.
2. Plan for hiring and training of Saudi nationals.
3. A statement of such investment's positive contribution in technology transfer, localization of specific jobs and the enhancement of the competitiveness of the Kingdom of Saudi Arabia in global markets as well as increasing exports.

SAGIA is also working on improving the investment environment through various opportunities for development to attract value-added investments and advanced electronic services. This offers the flexibility in dealings between investors and SAGIA in issuing licenses; in addition to the coordination with various concerned government agencies and providing post-licensing services with other governmental agencies represented in SAGIA business centers as shown in section (12.00) of this manual.

SAGIA seeks to facilitate the entry of foreign value-added enterprises to discover and participate in the Saudi market in various activities by the establishment of legal entities limited to the following:

1. Limited Liability Company (LLC).
2. Limited Liability One-person Company.
3. Joint Stock Company.
4. Foreign Company Branch.

We emphasize our welcome in particular to such investments that seek to establish sustainable integrated entities based in the Kingdom of Saudi Arabia and foreign investment of natural persons (individuals) who own the copyrights, the scientific content and intellectual property certified by internationally recognized organizations. in all fields under the following activities:

#### INDUSTRIAL ACTIVITIES:

It is referred to the activities falling under the production processes by importing raw materials, production lines of manufacturing products for export or sale locally. In addition to offering products' warranty, maintenance and installation.

#### NON-SPECIALIZED SERVICE ACTIVITIES:

It is referred to the activities to be practiced and served without the requirement to obtain approval from government agencies and so by contracting directly with the recipient of the service.

#### SPECIALIZED ACTIVITIES:

It is referred to the activities to be practiced and served with the requirement to obtain approval from government agencies before contracting with the recipient of the service.

#### CONTRACTING ACTIVITIES:

It is referred to the activities including construction, maintenance and installation in all areas of the buildings, roads, transport, communication and technology. The enterprises enter the Saudi market through two options for ambitious foreign companies, namely:

1. Temporary certificate to submit proposals for government projects under the service number (03.04.01) of this manual.
2. Permanent Contracting license under the service number (3.04.02) of this manual.

#### COMMERCIAL ACTIVITIES:

It is referred to such areas that will allow businesses to practice retail and wholesale trade through the direct import of the products and offer it in licensed sales centers and its affiliates. In addition to providing after-sales services to customers. Due to the pursuit of the Kingdom to facilitate the entry of foreign entities to engage in commercial activity in the wholesale and retail trade in the Saudi market, it has introduced many options for ambitious foreign companies, namely:

1. Commercial license with Saudi shareholder under the service number (03.07.01) of this manual.
2. Foreign 100% commercial license under the service number (03.07.02) of this manual.

#### PROPERTY ACTIVITIES:

It is referred to such activities including investment in property by purchase, construction, sales and rental. The project cost shall not be less than (30) million Saudi Riyals for land and building outside borders of Makkah and Madinah Al-Munawwarah cities.

#### SCIENTIFIC AND TECHNICAL OFFICES:

The foreign companies, that have a Saudi agent or working on the distribution of its products in the Kingdom, shall have the right to open an office to provide scientific and technical services to agents, distributors and consumers of the company's products.

The temporary license for the performance of a government / semi-government contract:

The foreign entity shall be entitled to enter the Saudi market directly after obtaining government or semi-government contracts for the implementation of investment projects under service number (03.06) of this Manual.

#### CONSULTING LICENSE FOR ENGINEERING OFFICE:

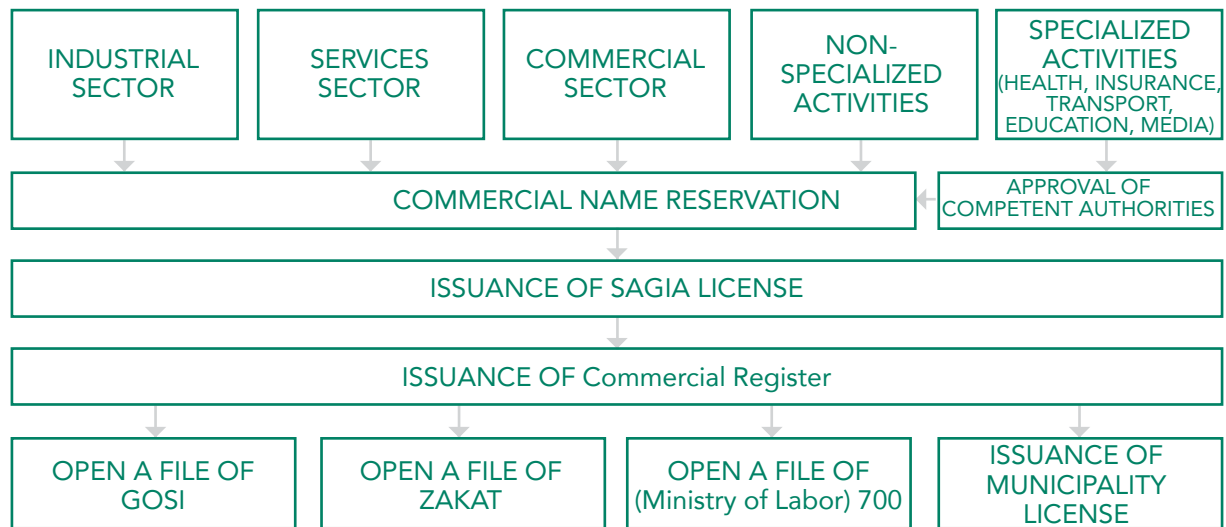
Engineering consultation services inside the Kingdom with %100 can establish new entities in the Kingdom of Saudi Arabia as in service No. (03.09) from this manual.

#### ENTREPRENEUR LICENSES:

Entrepreneurs who wish to establish pilot projects accredited by Saudi universities or business incubators can start their activity as in service No. (03.10) from this manual.

Finally, we would emphasize that the investment is open in all fields except those specified in the

negative list as annex no. (2) of this manual. Such investments can also start doing their businesses so that it does not require a Saudi partner except investment activities (insurance and re-insurance, retail, communications, professional activities) referenced in Section (11.04) of this manual. In addition, in order to facilitate business investments in Saudi Arabia, we offer you below the plan for the issuance of the relevant government licenses after the investment license:



# 03.00 ISSUANCE OF LICENSES



## 03.01 LICENSE FOR SERVICE ACTIVITY



### SERVICE DESCRIPTION

Service activity license comprises of the following activities: Administrative Investment, Information Technology, Tourism, Training, Health, Insurance and Re-Insurance, Education, Advertising and Media, Logistic Services, Organizing Exhibitions, Catering and Food Services, Financial Services, Aviation and Handling Services, etc.



### SERVICE DOCUMENTATIONS

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy. In addition, a copy of the national identity if one of the partners is a natural person holding the nationality of one of the GCC countries. And a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by "ABSHAR" System to prove the profession; and a copy of the commercial registration for Saudi companies.
2. Financial statements of the last financial year of the applicant foreign company and certified by the Saudi Embassy.



### SERVICE RULES AND RESTRICTIONS

1. Obtain preliminary approval from the competent relevant government entity of the specialized activities, excluding those listed in Section No. (11.04) of this manual for which licenses can be issued, however, exercising the business will not be allowed until such approval is obtained.
2. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity as show in Section No. (11.08) of this manual.
3. In case the licensed business is related to property investment projects, the amount of the project to be constructed shall not be less than (30,000,000) Saudi Riyals for land and building outside the scope of Mecca and Medina. There is no minimum limit for the capital of property investment projects.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 03.02 LICENSE FOR INDUSTRIAL ACTIVITY



### SERVICE DESCRIPTION

This service is provided to all industrial licenses, such as heavy and light industries and transformative industries.



### SERVICE DOCUMENTATIONS

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy. In addition, a copy of the national identity if one of the partners is a natural person holding the nationality of one of the GCC countries. And a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by "ABSHAR" System to prove the profession; and a copy of the commercial registration for Saudi companies.
2. Financial statements of the last financial year of the applicant foreign company and certified by the Saudi Embassy.



### SERVICE RULES AND RESTRICTIONS

1. The following phrase (The licensee must rehearse the Ministry of Commerce and Industry to obtain an industrial license along with the General Presidency of Meteorology and Environmental Protection to acquire an environmental approval) shall be added to all licenses issued in the industrial area.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from the Business Center at SAGIA. Afterward the fee is applied as subscription fees for services in the following years.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service may be cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 03.03 LICENSE FOR A SCIENTIFIC AND TECHNICAL OFFICE



### SERVICE DESCRIPTION

This service is provided to foreign companies that have a Saudi agent distributing the company's products in the Kingdom, and such companies that wish to open an office to provide scientific and technical services to agents, distributors and consumers of their products.



### SERVICE DOCUMENTATIONS

1. A copy of the commercial register of the participating entity authenticated by Saudi Embassy.
2. A copy of the agency authorizing the agent or distributor.



### SERVICE RULES AND RESTRICTIONS

1. The restricted number of technical employees for the office is (50) employees and this number shall not be increased except with a prior SAGIA approval.
2. The office shall perform market feasibility studies on the type of the company's activity, and prepare reports of this study for the main center. The office shall submit an annual summary of its activities to SAGIA.
3. The office is prohibited from performing any contracts or commercial activities or investments in the Kingdom, directly or indirectly, while it is also prohibited from earning any fees for training Saudi technicians.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from the Business Center at SAGIA. Afterward the fee is applied as subscription fees for services in the following years.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service may be cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.



## 03.04 NEW LICENSES FOR CONTRACTING ACTIVITY

Considering the importance and magnitude of the construction and contracting works in the Kingdom of Saudi Arabia and the pursuit of the authority to facilitate the entry of foreign entities to practice contracting activity and the discovery of the Saudi market, it has introduced a number of options for ambitious foreign, namely:

1. Temporary certificate to submit proposals for government projects under the service no. (3.04.01) of this manual.
2. Permanent contracting license under the service no. (3.04.02) of this manual.

### 03.04.01 TEMPORARY CERTIFICATE TO SUBMIT PROPOSALS FOR GOVERNMENT PROJECTS



#### SERVICE DESCRIPTION

Entities that need to bid for government projects are able to submit an application to SAGIA by requesting a temporary certificate to bid for government projects in accordance with the decision of the Council of Ministers No. (405) dated 22/10/1435 AH.



#### SERVICE DOCUMENTATIONS

1. A copy of the commercial register of the entity in its original country authenticated by Saudi Embassy.
2. Copy of the Articles of Association of the participating entity, and authenticated by the Saudi Embassy.
3. Submit the Financial Statements for the last five years, prepared by an internationally acclaimed legal office with assurance that the reference guide is free of any errors.
4. Provide copies of letters of award for the three projects carried out by the company as the main contractor and accomplished within the last ten years. The value of each one of them should exceed the minimum value required from the contractors classified as a first degree in the Ministry of Municipal and Rural Affairs in accordance with annex no. (1) of this manual.
5. Provide copies of letters of assignment for the three projects implemented by the company as a main contractor.
6. Provide copies of certificates of completion of the implementation of three projects implemented by the company as a main contractor.
7. Provide a copy of the document issued by the parent company to prove that it has an active and effective classification (or equivalent) and the highest grades in its home country with the same activity to be practiced in the Kingdom of Saudi Arabia.
8. Submit a copy of the classification document issued by a country other than the parent company to prove that it has an active and effective classification of the highest grades with the same activity to be practiced in the Kingdom of Saudi Arabia.
9. Provide a copy of the ISO 9001 certificate (valid).
10. Provide a copy of the ISO 14001 certificate or alternative certificates (valid).
11. Provide a copy of the Occupational Safety Certificate OSHAS 18001 (valid).
12. Submit a confirmation confirming the reliability of the information provided, including that the person signed is authorized to make decisions explaining the means of communication



#### SERVICE RULES AND RESTRICTIONS

1. The period of the certificate is one year only.
2. This certificate does not entitle the entity to issue a commercial registration.
3. In case the government project awarded to the entity, it shall not execute the contract except by obtaining a temporary license to execute government project under Service No. (03.04.02) of this manual or obtaining a temporary license for the performance of government/ semi-government contracts under the service no. (3.06) of this manual.
4. The company's total revenue, according to the financial statements for the three years prior to the certificate request must be more than five hundred million Saudi riyals.
5. The total value of the assets for the last year should not to be less than two hundred million Saudi riyals, according to the financial statements for the three previous years in order to request the temporary certificate.
6. The company must have made profit in the three financial statements for the last five years in order to request a temporary certificate.



#### SERVICE FEES

N/A



#### APPLICATION MECHANISM

The website – E-Services Portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

### 03.04.02 PERMANENT CONTRACTING LICENSE

#### SERVICE DESCRIPTION

Entities that wish to exercise contracting business on a permanent basis in the Saudi market shall be able to apply for a permanent Contracting license for five years, renewable under specific criteria.

#### SERVICE DOCUMENTATIONS

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy. In addition, a copy of the national identity if one of the partners is a natural person holding the nationality of one of the GCC countries. And a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by "ABSHAR" System to prove the profession; and a copy of the commercial registration for Saudi companies.
2. Financial statements of the last financial year of the applicant foreign company and certified by the Saudi Embassy.
3. Submission of a commitment to obtain a permanent contracting license as in the form No. (13.07) of this manual.

#### SERVICE RULES AND RESTRICTIONS

1. The Company shall not assume any activity related to provision of consultations of any kind.
2. Upon applying for license renewal, the company shall realize one of the following criteria:
  - The first criterion: Obtain the third-class classification issued by the Ministry of Municipal and Rural Affairs in the Kingdom of Saudi Arabia.
  - The second criterion: Achieving financial or technical requirements in the table below:

FINANCIAL STANDARDS		TECHNICAL STANDARDS		
STANDARD	MINI. REQUIREMENT	STANDARD	MIN. REQUIREMENT	
Fixed assets (1 million SR)	10	Equipment (tools)	7	
		Profession	Saudis (min-requirement)	Non-Saudis (min-requirement)
Earnings (1 million SR)	15	Engineers	5	7
		Technicians	3	10
		Admin.	5	2
		Classification	Medium Green	



#### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from the Business Center at SAGIA. Afterward the fee is applied as subscription fees for services in the following years.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service may be cancelled and the applicant may have to apply again.



#### APPLICATION MECHANISM

The website – E-Services Portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 03.05 LICENSE FOR ENTITIES WITH EXISTING LICENSE



### SERVICE DESCRIPTION

Entities that have an existing license, and would like to request a license for another new activity.



### SERVICE DOCUMENTATIONS

1. A copy of the commercial register of the previous investments that has been issued by Ministry of Commerce and Investment.



### SERVICE RULES AND RESTRICTIONS

1. In case of the registration of a commercial name, the Ministry of commerce and investment shall approve the proposed name for the company.
2. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this manual.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from the Business Center at SAGIA. Afterward the fee is applied as subscription fees for services in the following years.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service may be cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 03.06 TEMPORARY LICENSES FOR THE PERFORMANCE OF A GOVERNMENT/SEMI-GOVERNMENT CONTRACT



### SERVICE DESCRIPTION

This service shall be provided to the foreign entities that do not have foreign investment License for the contract activity, for which a government or semi-government contract is awarded, providing the possibility to apply for a temporary license to execute a government or semi-government contract, this license expires at the end of the contract tenor.



### SERVICE DOCUMENTATIONS

1. A copy of the commercial register of the entity in its original country authenticated by Saudi Embassy.
2. A copy of the awarding letter or the project execution contract signed by the competent authority including the duration of the contract.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years .
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service may be cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 03.07 LICENSE FOR COMMERCIAL ACTIVITY

Considering the importance of commercial activities in the Kingdom of Saudi Arabia and the pursuit the Kingdom to facilitate the entry of foreign entities to perform an activity in the wholesale trade and retail trade in the Saudi market, according to specific guidelines and conditions, it has introduced a number of options for ambitious foreign, namely:

1. Commercial license with Saudi shareholder under the service number (03.07.01) of this manual.
2. 100% foreign commercial license under the service number (03.07.02) of this manual.

### 03.07.01 COMMERCIAL LICENSE WITH SAUDI SHAREHOLDER



#### SERVICE DESCRIPTION

This Service is provided to foreign entities that are interested in the activity of wholesale and retail trade in the Kingdom of Saudi Arabia with a Saudi shareholder.



#### SERVICE DOCUMENTATIONS

1. A copy of the commercial registration of the participating establishment authenticated by the Saudi Embassy; and a copy of the national identity if one of the partners is a natural person holding the nationality of one of the countries of the Gulf Cooperation Council. And a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by "ABSHAR" System showing the profession; and a copy of the commercial register for companies.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.



#### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this manual.
2. The existence of a Saudi shareholder in the investment license with a share of not less than 25% of the company.



#### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years .

Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



#### APPLICATION MECHANISM

The website – E-Services Portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

### 03.07.02 100% FOREIGN COMMERCIAL LICENSE

#### SERVICE DESCRIPTION

This Service is provided to 100% foreign entities that are interested in the activity of wholesale and retail trade in the Kingdom of Saudi Arabia.

#### SERVICE DOCUMENTATIONS

1. A copy of the commercial register in at least in (3) regional or international markets of the participating entity authenticated by the Saudi Embassy.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.
3. Submission of a commitment to get % 100 foreign commercial licenses under the form No. (13:06) of this manual.

#### SERVICE RULES AND RESTRICTIONS

1. This service is limited to the foreign companies that have a presence at least in (3) regional or international markets.
2. The company shall comply to achieve following standards during the first five years:
  - The company shall comply to achieve the localization rates as determined by the Ministry of Labor and Social Development. The company shall develop and implement a plan to locate them in senior management posts in the first five years and to ensure their continuation.
  - The company is complying to train (% 30) of Saudi employees annually.
3. The company shall comply to achieve one of the following options:
  - Option 1: the company shall comply with investing an amount of no less than 300 million Saudi Riyals (including 30 million Saudi Riyals as the cash capital of the company) over five years starting from the date of obtaining the investment license.
  - Option 2: the company shall comply with investing an amount of no less than 200 million Saudi Riyals (including 30 million Saudi Riyals as the cash capital of the company) over five years starting from the date of obtaining the investment license, in addition to achieving one or more of the following requirements during the first five years:

THE STANDARD	THE MINIMUM REQUIREMENT
Manufacturing	30% or more of the company's products distributed locally shall be manufactured in the Kingdom of Saudi Arabia
Research and development programs	5% or more of total sales shall be allocated to the establishment of a research and development programs in the Kingdom
Logistics and distribution	The establishment of a unified center to provide those services, and provide after-sales services





### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 03.08 LICENSE FOR PUBLIC TRANSPORT ACTIVITY

This service is provided for international companies that wish to provide public land transport services (buses/metros) within cities in the Kingdom. The Kingdom of Saudi Arabia provides two areas for investment in public transport services, namely:

1. Service for issuing license to practice bus transportation within cities activity, under the service no. (3.08.01) of this manual.
2. Service for issuing license to practice metro transportation within cities activity, under the service no. (3.08.02) of this manual.
3. Service for issuing license to practice other transport activity, under the service no. (3.08.03) of this manual.

### 03.08.01 SERVICE FOR ISSUING LICENSE TO PRACTICE BUSES LAND TRANSPORT ACTIVITY WITHIN CITIES



#### SERVICE DESCRIPTION

This service is provided for international companies that wish to provide public land transport services by buses in cities in the kingdom of Saudi Arabia.



#### SERVICE DOCUMENTATIONS

1. Decision of the Company's Board of Directors expressing their intent to invest in the Kingdom of Saudi Arabia, indicating the shareholder's names, capital, shareholders' shares, activity, location and appointment of the General Manager and his powers, duly authenticated by the Saudi Embassy.
2. A Copy of the Commercial Register of the entity in the country of incorporation, duly authenticated by the Saudi Embassy.
3. A copy of Department of Transportation / Public Transportation Authority License to exercise bus transportation activity by the Saudi shareholder.
4. Provide a proof of commitment to periods of the execution of contracts in the past five years.
5. A proof of the financial capability consistent with project's capital, the share of each shareholder, consistency with the executive action plan for the project and according to the financial limits set forth for the type of activity in Section No. (11.08) of this manual
6. Make a commitment to get a license to practice public transport activity under form no. (13.04) of this manual.



#### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this manual.
2. The foreign company's average revenue (partner), for the previous three years prior to granting the license, shall be equal or more than 3 billion Saudi riyals. Company's assets value shall be 1.5 billion Saudi riyals at least.
3. The Foreign company (partner) shall be licensed in two countries at least, and at least 10 thousand employees.
4. The minimum capital required for the supply, operation and maintenance of the buses shall comply with SAGIA practices for the services sector companies (500,000) SR.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years.

Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

### 03.08.02 SERVICE FOR ISSUING LICENSE TO PRACTICE LAND TRANSPORT ACTIVITY BY METROS WITHIN CITIES



#### SERVICE DESCRIPTION

This service is provided for international companies that wish to provide public land transport services by metros in cities in the Kingdom of Saudi Arabia.



#### SERVICE DOCUMENTATIONS

1. Decision of the Company's Board of Directors expressing their intent to invest in the Kingdom of Saudi Arabia, indicating the shareholders' names, capital, shareholders' shares, activity, location and appointment of the General Manager and his powers, duly authenticated by the Saudi Embassy.
2. A Copy of the Commercial Register of the entity in the country of incorporation, duly authenticated by the Saudi Embassy.
3. Provide a proof of commitment to periods of the execution of contracts in the past five years.
4. A proof of the financial capability consistent with project's capital, the share of each shareholder, consistency with the executive action plan for the project and according to the financial limits set forth for the type of activity in Section No. (11.08) of this manual
5. Make a commitment to get a license to practice public transport activity under form no. (13.04) of this manual.



#### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this manual.
2. The foreign company's average revenue (partner), for the previous three years prior to granting the license, shall be equal or more than 3 billion Saudi riyals. Company's assets value shall be 1.5 billion Saudi riyals at least.
3. The Foreign company (partner) shall be licensed in two countries at least, and at least 15 thousand employees.
4. The minimum capital required for the supply, operation and maintenance of the buses shall comply with SAGIA practices for the services sector companies (500,000) SR.



#### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years .
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



#### APPLICATION MECHANISM

The website – E-Services Portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

### 03.08.03 SERVICE FOR ISSUING LICENSE TO PRACTICE OTHER TRANSPORT ACTIVITY

#### SERVICE DESCRIPTION

This service is provided for international companies 100% that wish to provide public land transport services in the Kingdom of Saudi Arabia through the activities below:

- Taxi (public/private)
- Transfer "school - tourism - parameters - materials"
- Transfer of pilgrims and visitors from inside and outside the Kingdom
- Carriage of passengers by buses outside the Kingdom
- Directing taxis
- Car Rental - Trucks - Buses - Car Hire Brokers - Freight Brokers

#### SERVICE DOCUMENTATIONS

1. A copy of the commercial registration of the participating establishment authenticated by the Saudi Embassy; and a copy of the national identity if one of the partners is a natural person holding the nationality of one of the countries of the Gulf Cooperation Council. And a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by "ABSHAR" System showing the profession; and a copy of the commercial register for companies.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.

#### SERVICE RULES AND RESTRICTIONS

1. Presenting in 3 international markets for the same activity planning to practice.
2. Practicing for the same activity for more than 10 years in his country of origin, and the establishment shall be one of the establishments that provide a distinctive quality service in the field of road transport after evaluation by the public transport authority.
3. The capital shall not be less than 10 million riyals.
4. Commitment to the implementation of all the organized commitments of the activity, including the standards and percentages of Saudization approved by the Ministry of Labor and Social Development and the establishment of a mechanism for that.
5. An entity which relies on the provision of the service through technical channels shall be excluded from the application of the above requirements.
6. In the event that the leasing activity "Cars - Trucks - Buses - Car Rental Brokers - Freight Brokers" without driver, the enterprise is excluded from applying the above requirements.

#### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.

#### APPLICATION MECHANISM

The website – E-Services Portal

#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 03.09 CONSULTING LICENSE FOR ENGINEERING OFFICES



### SERVICE DESCRIPTION

This service is provided to foreign companies that wish to provide the engineering consultation services inside the Kingdom with a 100% possession.



### SERVICE DOCUMENTATIONS

1. Copies of the commercial registrations of the participating entity in the same field in 4 countries authenticated by the Saudi Embassy.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.



### SERVICE RULES AND RESTRICTIONS

1. The foreign company or its related companies shall be licensed by in the same field at least 4 countries.
2. Submitting an experience certificate of the company for at least the last 10 years.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 03.10 ENTREPRENEUR LICENSES



### SERVICE DESCRIPTION

This service is provided to entrepreneurs who wish to establish pilot projects accredited by Saudi universities or business incubators



### SERVICE DOCUMENTATIONS

1. The Board of Directors decision of their desire to get a license, stating the invention type, its sponsors and the powers. And a copy of the national identity if one of the partners is a natural person holding the nationality of one of the countries of the Gulf Cooperation Council; and a copy of the national identity if one of the partners is holding the Saudi nationality/ Iqama and passport for the license applicant.
2. Obtain a letter of support from the supervising authority (Saudi universities or business incubators) within the Kingdom.



### SERVICE RULES AND RESTRICTIONS

1. Authorized Saudi universities or business incubators shall approve the license applications.
2. If the applicant is a resident of the Kingdom, the Saudi sponsor should submit a letter of no objection.
3. The license term shall be five years upon issuance.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment for obtaining services from SAGIA Business Center according to the entity's classification rather than entrepreneur license at the end of the 5th year.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 03.11 IMMEDIATE LICENSE

### SERVICE DESCRIPTION

This service is offered to entities that have not previously obtained an investment license from SAGIA and wish to open branch in Saudi Arabia to carry out an investment business immediately with the submission of documents that comply with the standards.

### SERVICE DOCUMENTATIONS

- One of the following documents shall be submitted:
  - Proof of the company registration number on the ISIN CODE.
  - Copy of certified financial position of the entity for the last two years.
  - Copy of the Commercial Register of branches of the regional establishment outside its country certified by the Saudi Embassy.
  - Provide a statement indicating the quality, quantity and amount of exports of the entity and the country of export during the last year with enclosing a copy the biggest 3 consignments of export of the entity during the same year.
  - A letter or certificate issued by a governmental organization in the country of the parent company indicating the total number of employees of such entity.
  - A copy of the patent certificate issued by an accredited body.

### SERVICE RULES AND RESTRICTIONS

- Upon applying for license, one of the following standards shall be achieved:

FINANCIAL STANDARDS	TECHNICAL STANDARDS	EXPERIENCE INDICATORS	GENERAL INDICATORS
<p><b>FINANCIAL PLANS: REVENUES – EXPENSES – PROFITS</b></p> <ul style="list-style-type: none"> <li>- Revenues of a partner or the parent company is more than 70 million Saudi Riyals or the equivalent during 2 years</li> <li>- The value of assets owned by a partner or the parent company is more than 100 million Saudi Riyals or the equivalent during 2 years</li> <li>- Net profits for a partner or the parent company is more than 30 million Saudi Riyals or the equivalent during 2 years</li> </ul>	<p><b>MANPOWER</b></p> <ul style="list-style-type: none"> <li>- The manpower is no less than 10 thousand persons in the establishment.</li> </ul>	<p><b>PROFESSIONAL CERTIFICATES</b></p> <ul style="list-style-type: none"> <li>- To get ISIN CODE (registration No. of the parent company in stock market or a partner is a member in national or international stock market)</li> </ul>	<p><b>BRANCHES</b></p> <ul style="list-style-type: none"> <li>- The entity or a partner for which a license is requested will currently have 3 regional branches outside its origin country.</li> </ul> <p><b>PRODUCTS EXPORT</b></p> <ul style="list-style-type: none"> <li>- Percentage of exporting the entity's products in the homeland is 50% or more.</li> </ul> <p><b>PATENT</b></p> <ul style="list-style-type: none"> <li>- The entity or a partner for which a license is requested will have a patent relating to the business for which the license is applied.</li> </ul>





#### SERVICE FEES

- License fee payment of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Saudi Riyals as a subscription for the first year to obtain services from SAGIA Business Center.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



#### APPLICATION MECHANISM

The website – E-Services Portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Immediately

## 03.12 CONSULTING LICENSE FOR TECHNICAL & ECONOMIC COMMUNICATION OFFICES



### SERVICE DESCRIPTION

This service is provided to economic and technical Offices associated to countries wish to have license.



### SERVICE DOCUMENTATIONS

1. A resolution addressed to SAGIA from ministries, governmental bodies and competent authorities to open a technical and communication office in the Kingdom.
2. Submitting a letter from the Embassy of the concerned country addressed to SAGIA requesting an issuance of license for opening an Office of Economic and Technical Communication.
3. Providing a detailed work plan for the businesses and services to be provided within the Kingdom.



### SERVICE RULES AND RESTRICTIONS

1. The restricted number of technical employees for the office shall be fifty (50) employees, and such number shall not be increased except with a prior approval of SAGIA.
2. The office may study markets and prepare reports of this study for concerned bodies in the countries that want to have license. The office shall submit an annual summary of its businesses to SAGIA.
3. The office is prohibited to execute any contracts or businesses or investments in the Kingdom, directly or indirectly.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years .
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 03.13 LICENSE FOR AGENTS OF RECRUITMENT AND HIRING OF DOMESTIC LABOR SERVICES



### SERVICE DESCRIPTION

This service is provided to foreign companies that wish to engage the activities of domestic labor placement services and temporary employment agency activities for home services in the Kingdom.



### SERVICE DOCUMENTATIONS

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy. In addition, a copy of the national identity if one of the partners is a natural person holding the nationality of one of the GCC countries. And a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by "ABSHAR" System to prove the profession; and a copy of the commercial registration for Saudi companies.
2. Financial statements of the 3 last financial year of the applicant company and certified by the Saudi Embassy.
3. Submission of a commitment to practice the activity according as in the form No. (13.11) of this manual.



### SERVICE RULES AND RESTRICTIONS

1. The commercial registration of the entity requesting the license must have been at least 3 years.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years .
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working day.

## 03.14 LICENSING THE ACTIVITY OF UNIVERSITY COLLEGES AND CONSTANT UNIVERSITIES



### SERVICE DESCRIPTION

The service is provided to foreign companies that wish to conduct educational activities through the university colleges and constant universities in the Kingdom 100%.



### SERVICE DOCUMENTATIONS

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy. In addition, a copy of the national identity if one of the partners is a natural person holding the nationality of one of the GCC countries. And a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by "ABSHAR" System to prove the profession; and a copy of the commercial registration for Saudi companies.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.
3. Submission of a commitment to practice the activity according as in the form No. (13.12) of this manual.



### SERVICE RULES AND RESTRICTIONS

1. The educational institution requesting the license must have an advanced class in the international classification of universities and colleges according to the international standards approved by the Ministry of Education as follows:
  - Academic programs for the bachelor's level: should be included in the list of the best (200) universities according to each of the academic disciplines classified according to international standards QS <http://www.qs.com/rankings>
  - Postgraduate programs: The university's classification in the program (specialization) should be in the list of the top (200) programs according to Shanghai classification of graduate programs <http://www.shanghairanking.com/index.html>



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years .
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working day.

## 03.15 LICENSE THE ACTIVITY OF AUDIOVISUAL MEDIA



### SERVICE DESCRIPTION

The service is provided to foreign companies that wish to conduct audio and visual activities.



### SERVICE DOCUMENTATIONS

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy. In addition, a copy of the national identity if one of the partners is a natural person holding the nationality of one of the GCC countries. And a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by "ABSHAR" System to prove the profession; and a copy of the commercial registration for Saudi companies.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.



### SERVICE RULES AND RESTRICTIONS

1. Approval from the General Commission for Audiovisual Media.
2. Obtaining the preliminary approval from the government agency within the Kingdom (11.04) of this manual.
3. Commitment to implement all the organized commitments of the activity, including the standards and percentages of Saudization approved by the Ministry of Labor and Social Development



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years .
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working day.

# 04.00 AMENDMENT OF LICENSE



## 04.01 RE-ALLOCATION OF SHARES



### SERVICE DESCRIPTION

This service is for any entity that wants to modify shares between the shareholders under the agreement endorsed between them.



### SERVICE DOCUMENTATIONS

1. Decision of the shareholders to modify the shares, authenticated by the Chamber of Commerce, or a letter signed and attested by the person in-charge.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.02 EXIT OF SHAREHOLDERS



### SERVICE DESCRIPTION

This service is for entities that want to exit any partner or shareholder under the agreement signed between the shareholders.



### SERVICE DOCUMENTATIONS

1. Decision of the shareholders on the exit of (a shareholder / shareholders) from the entity, specifying names of the shareholders, shares sold and shares of the shareholders after sales, authenticated by the Chamber of Commerce.
2. Sales agreement signed by the buyer and seller, authenticated by the Chamber of Commerce.
3. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.



## 04.03 ENTRY OF PARTNERS (NEW INVESTOR/NEW COMPANY)



### SERVICE DESCRIPTION

This service is for entities that want to exit any partner or shareholder under the agreement signed between the shareholders.



### SERVICE DOCUMENTATIONS

1. Decision of the shareholders on the entry of new (shareholder / shareholders) and specifying names of the shareholders and share of every shareholder, authenticated by the Chamber of Commerce.
2. Sale agreement signed by the buyer and seller; and seller's signature shall be attested by Chamber of Commerce.
3. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.
4. Documents of the new shareholder or shareholders in accordance with the conditions of issuing investment license stated in item No. (03.00) of this manual.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.04 ENTRY OF PARTNERS (COMPANIES LICENSED BY SAGIA)



### SERVICE DESCRIPTION

Entities licensed by SAGIA are entitled to collaborate with other companies that are licensed by SAGIA.



### SERVICE DOCUMENTATIONS

#### For Existing Company:

1. Decision of the shareholders on the entry of new (shareholder / shareholders) and specifying names of the shareholders, share of every shareholder, and the proposed commercial name.
2. Sale agreement signed by the buyer and seller, and attestation of their signatures from Chamber of Commerce.
3. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.

#### For New Company:

1. Copy of Commercial Registration (CR).
2. Copy of the last certified budget.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.05 CONVERSION OF INDIVIDUAL ENTITIES INTO A COMPANY



### SERVICE DESCRIPTION

This service is for individual establishments that are licensed by SAGIA, and want to convert the establishment into a company by enrolling:

- Saudi shareholder or shareholders (natural/legal).
- New foreign companies (natural/legal).
- Foreign investors who have licenses from SAGIA (natural/legal).



### SERVICE DOCUMENTATIONS

1. A letter from the entity requesting to convert the establishment into a limited liability company, by enrolling shareholders, indicating the commercial name for the company, names of the shareholders and shares.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.
3. Documents of the new shareholder or shareholders in accordance with the conditions of issuing investment license contained in Services No. (3.00) of this manual.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.06 TRANSFER OF OWNERSHIP TO INHERITORS



### SERVICE DESCRIPTION

This service is for entities that are licensed by SAGIA and which one of its shareholders has died and want to transfer the shares to the heirs or successors.



### SERVICE DOCUMENTATIONS

1. A letter from the company or the establishment or the equivalent with the required amendment.
2. A copy of the decree of inheritors / successors (for minors).
3. A copy of IDs of inheritors / successors as per family documents (Saudis) in addition to the passport and resident permit (foreigners).
4. A letter issued by the court or approved Law Entity stating the legal inheritors / successors and distribution way with share percentages.



### SERVICE RULES AND RESTRICTIONS

1. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.07 OPENING OF BRANCHES OR MARKETING CENTERS



### SERVICE DESCRIPTION

This service is designed for all the entities licensed by SAGIA, and want to open branches, and to industrial entities that want to open centers to market their products.



### SERVICE DOCUMENTATIONS

N/A



### SERVICE RULES AND RESTRICTIONS

1. Updating the government data of the entity in SAGIA electronic system.
2. Each single entity shall have the right to open a maximum of 5 or marketing centers of industrial projects in one application and a re-application is allowed after the payment completed.
3. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Immediate

## 04.08 CLOSURE OF BRANCHES OR MARKETING CENTERS



### SERVICE DESCRIPTION

This service is for entities that have branches or marketing centers licensed by SAGIA and wish to close them.



### SERVICE DOCUMENTATIONS

N/A



### SERVICE RULES AND RESTRICTIONS

1. Updating the government data of the entity in SAGIA electronic system.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Immediate

## 04.09 ADDING OR MODIFYING THE ACTIVITY OF A SERVICE LICENSE



### SERVICE DESCRIPTION

This service is for services entities licensed by SAGIA, and want to modify the activity by adding or deleting.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders to add or modify an activity, and to specify the activity to be added or modified, and providing justifications for such addition or modification.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.10 ADDING, MODIFYING, OR ELIMINATING PRODUCTS OF INDUSTRIAL PROJECTS



### SERVICE DESCRIPTION

This service is designed for industrial entities licensed by SAGIA, and want to increase / cancel / modify their products.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders to add or modify the products.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.



### SERVICE RULES AND RESTRICTIONS

1. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.



## 04.11 CAPITAL REDUCTION



### SERVICE DESCRIPTION

This service is for entities licensed by SAGIA that want to reduce capital or total financing of industrial license.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders to reduce its capital, and to specify the required capital.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the Commercial Register within 60 days.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.12 CAPITAL INCREASE



### SERVICE DESCRIPTION

This service is for entities licensed by SAGIA that want to increase capital or total financing of industrial license.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders to increase its capital, and to specify the required capital.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.13 INCREASE OF MANPOWER FOR INDUSTRIAL PROJECTS



### SERVICE DESCRIPTION

This service is for industrial entities licensed by SAGIA, that want to increase their respective manpower in the license.



### SERVICE DOCUMENTATIONS

N/A



### SERVICE RULES AND RESTRICTIONS

1. Updating the government data of the entity in SAGIA electronic system.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Immediate

## 04.14 CHANGE OF LOCATION



### SERVICE DESCRIPTION

This service is for entities that have licenses and want to transfer their locations to other cities.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders to modify the location, specifying the location of the project and justifications for such modification.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.



### SERVICE RULES AND RESTRICTIONS

1. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.15 CHANGE OF COMMERCIAL NAME



### SERVICE DESCRIPTION

This service is for any entity that has obtained a commercial name from the Ministry of commerce and Investment, and wants to modify it in the investment license or modify the business name of the partner in its country.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders to modify the designation (commercial Name) of the company or partnering entity/ partner's name authenticated by the Chamber of Commerce.
2. Copy of the new commercial name reservation with the Ministry of Commerce under the services no. (10.01.01) of this manual or commercial registration (CR)/certificate of company or partner change name from its country.



### SERVICE RULES AND RESTRICTIONS

1. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.16 INCREASE OF MANPOWER FOR SCIENTIFIC AND TECHNICAL OFFICE



### SERVICE DESCRIPTION

This service is for industrial entities licensed by SAGIA as scientific and technical office, that want to increase their respective manpower.



### SERVICE DOCUMENTATIONS

1. A letter from the entity to increase their manpower, authenticated by the chamber of commerce.
2. Submission of localization plan and the organizational structure of the entity.



### SERVICE RULES AND RESTRICTIONS

1. Commitment to the market studies for the type of activity of the company and the preparation of reports on this stud to the main center. The Office shall submit a summary of the activity to the authority on annual basis.
2. The office is prohibited from executing any contract, or perform any commercial or investment activity in the Kingdom of Saudi Arabia, directly or indirectly. It is also prohibited from charging any fees for training Saudi technicians.
3. The professional staff of scientific and technical office shall not be assigned to occupations of commercial or industrial or marketing nature, such work (sales representatives or marketing representatives).
4. Scientific and Technical Office is committed to adopting the localization limits set by the Ministry of Labor and Social Development regulations.
5. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.17 MODIFYING THE NATIONALITY OF THE FOREIGN INVESTOR



### SERVICE DESCRIPTION

This service is for industrial entities licensed by SAGIA that wants to modify the nationality of the investment license holder / holders.



### SERVICE DOCUMENTATIONS

1. A copy of the new nationality passport and the old one.
2. A copy of the residence identity.



### SERVICE RULES AND RESTRICTIONS

1. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.18 CHANGING THE LEGAL ENTITY



### SERVICE DESCRIPTION

This service is provided to the establishments that are licensed by SAGIA and wish to change the legal entity of license.



### SERVICE DOCUMENTATIONS

1. A letter / shareholders' resolution from the establishment or a draft of article of association for the sole establishments requesting the change the legal entity with specifying the new entity and being attested by Chamber of Commerce.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. In case of modifying the legal entity of the investment license to a limited liability company of one person, the following rules must be considered:
  - The current legal entity of the entity shall be a limited liability company or sole establishment or branch of foreign company.
  - After changing, the share of the foreign license owner shall be 100%.
3. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.



## 04.19 MERGE COMPANIES



### SERVICE DESCRIPTION

This service is provided to the licensed entities by SAGIA and wishes to merge into another company of its kind or of another type, or to merge two or more companies to establish a new company



### SERVICE DOCUMENTATIONS

1. A letter / decision of partners for each company to merge with specifying the number of shares or shares belonging to each company in the capital of the merging company or the company arising from the merger certified by the Chamber of Commerce.
2. A letter of approval from the General Authority of Competition for Merger.
3. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.



### SERVICE RULES AND RESTRICTIONS

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.08) of this Manual.
2. In case of modifying the legal entity of the investment license to a limited liability company of one person, the following rules must be considered:
  - The current legal entity of the entity shall be a limited liability company or sole establishment or branch of foreign company.
  - After changing, the share of the foreign license owner shall be 100%.
3. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 04.20 CHANGING THE BUSINESS NAME OF THE PARTNER



### SERVICE DESCRIPTION

This service is provided to the establishments that are licensed by SAGIA and wish to change the business name of the partner in its homeland.



### SERVICE DOCUMENTATIONS

1. Copy of the CR proving the change of partner's name in its homeland.
2. A letter of the establishment /shareholders' resolution to request changing the name of a partner and it should be attested by Chamber of Commerce.



### SERVICE RULES AND RESTRICTIONS

1. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, SAGIA shall be entitled to return the license data to the previous situation.



### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

# 05.00 RENEWAL OF LICENSES





#### SERVICE DESCRIPTION

This service is for all the entities licensed by SAGIA and want to renew their investment licenses.



#### SERVICE DOCUMENTATIONS

N/A



#### SERVICE RULES AND RESTRICTIONS

1. Investment entities requesting renewal shall be committed to update and adopt its data at the authority annually.
2. The entity shall review the requirements of the license in section no. (03.00) of this manual before applying for renewal.
3. In the event that the licensed activity (participation and investment in the industrial, service and commercial projects subject to the prior approval of SAGIA on each project to be established and invest in it), the investor is committed to provide the investment license and commercial register only upon renewal.
4. Before applying for the service, the entity must ensure that the Certificate of Zakat and Income is valid.



#### SERVICE FEES

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum for each branch if existed.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA Business Center. Afterward the fee applied as subscription fees for services in the following years.

Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service maybe cancelled and the applicant may have to apply again



#### APPLICATION MECHANISM

The website – E-Services Portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Immediate

# 06.00 PROPERTY OWNERSHIP AND SALE



## 06.01 PROPERTY OWNERSHIP SERVICE



### SERVICE DESCRIPTION

Licensed entities are permitted to own property as per the need of the entity, as follows:

- Property ownership for private housing.
- Property ownership as headquarter of the industrial entity.
- Property as administrative headquarter or residence for the employees.
- Property ownership for warehouses.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders requesting ownership, stating the purpose of ownership, lot number, deed number and its date, authenticated by the Chamber of Commerce.
2. Copy of a property deed.
3. Copy of the Municipality permit to build or an approval letter from the Municipality, indicating type of use of the land to be owned.



### SERVICE RULES AND RESTRICTIONS

1. The property must be outside the perimeter of Makkah and Madinah Al-Munawwarrah cities.
2. The capital must not be less than the value of the property to be purchased, or the entity would have to submit a property preliminary funding from the funding agency.
3. The area must be within the perimeter of imperative need.
4. The property to be owned must be in one of the industrial cities approved (for factories).
5. The project shall be active and there is no violation of the foreign investment law.
6. The applicant shall follow up with Ministry of Justice afterward of decision issuance. The validity of the letter addressed to the notary at the Ministry of Justice must be six (6) months.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 06.02 SALE OF PROPERTY



### SERVICE DESCRIPTION

This service is for entities with an issued decision to own Property, and want to sell it for liquidation purposes or expansion of activities.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders requesting to sell the Property, indicating the purposes of selling, lot number, deed number and its date, authenticated by the Chamber of Commerce.
2. Copy of a property deed.



### SERVICE RULES AND RESTRICTIONS

1. The purpose of such sales shall not be commercial.
2. The applicant shall follow up with Ministry of Justice afterward of decision issuance. The validity of the letter addressed to the notary at the Ministry of Justice must be six (6) months.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 06.03 PROPERTY OWNERSHIP SERVICE FOR PROPERTY INVESTMENT



### SERVICE DESCRIPTION

This service is for entities that possess a property license and want to undertake a property investment project in the Kingdom.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders requesting ownership, indicating the purposes of ownership, lot number, deed number and its date, authenticated by the Chamber of Commerce.
2. Owner's preliminary approval (and not final sales) to transfer property ownership to the company's name, indicating lot number, deed number and its date.
3. Copy of a property deed.
4. A report from an engineering office approved by the Saudi Council of Engineers locally, indicating the total cost of the project.
5. A commitment to utilize the land for the specified purpose within five (5) years.



### SERVICE RULES AND RESTRICTIONS

1. The cost of the project must not be less than thirty (30) million Saudi Riyals (land and building).
2. The property must be outside the boundary of Makkah and Madinah Al-Munawwarah cities.
3. The applicant shall follow up with Ministry of Justice afterward of decision issuance. The validity of the letter addressed to the notary at the Ministry of Justice must be six (6) months.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.



## 06.04 PROPERTY SELLING SERVICE FOR PROPERTY INVESTMENT



### SERVICE DESCRIPTION

This service is for entities that possess a property license and want to sell Property.



### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders requesting sales of the Property, indicating the purposes of the sales, lot number, deed number and its date, authenticated by the Chamber of Commerce.
2. Copy of a property deed.



### SERVICE RULES AND RESTRICTIONS

1. The applicant shall follow up with Ministry of Justice afterward of decision issuance. The validity of the letter addressed to the notary at the Ministry of Justice must be six (6) months.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

07.00 CONVERSION OF A  
FOREIGN ENTITY TO A  
100% NATIONAL ENTITY





#### SERVICE DESCRIPTION

This service is for any entity that wants to end its status with SAGIA with the exit of the foreign shareholders and conversion of the entity into a 100% national owned business.



#### SERVICE DOCUMENTATIONS

1. A letter from the entity or decision of the shareholders requesting conversion of the entity into % 100 national project, containing justifications of the application, authenticated by the Chamber of Commerce.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.
3. The last financial report of the company.



#### SERVICE RULES AND RESTRICTIONS

1. Conversion to national entity shall be valid only for existing foreign entities with no violations.
2. Conversion to national entity shall be valid only for entities after the payment of the fine if any found.
3. Once the decision to convert to national is announced it will be implemented immediately and the previous owners do not have the right to appeal or cancel the decision.
4. This service is not provided to Foreign Company Branch.



#### SERVICE FEES

N/A



#### APPLICATION MECHANISM

The website – E-Services Portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

# 08.00 VOLUNTARY CANCELLATION OF LICENSE



## 08.01 NOTIFICATION FOR THE PURPOSE OF VOLUNTARY CANCELLATION OF THE LICENSE



### SERVICE DESCRIPTION

This service is for all entities that want to voluntarily rescind their licenses, and require supporting letters from the relevant government departments or agencies to facilitate finalizing their liquidation procedures.



### SERVICE DOCUMENTATIONS

1. An authenticated letter printed on the entity's letterhead requesting cancellation (for establishments), or decision of the shareholders for liquidation and cancellation (for companies and branches of foreign companies), authenticated by the Chamber of Commerce.
2. A copy of the investment license.
3. A copy of the commercial register.
4. A copy of Municipality License.
5. Submission of number 700.
6. Make a commitment to liquidate the entity under the form no. (13, 05) of this manual.



### SERVICE RULES AND RESTRICTIONS

1. Employees discharge.
2. Closure of the entity's location and stop the practice of activity.
3. Not to work or exercise activity directly or indirectly.
4. In case of non-issuance or CR for the company, then visiting the Ministry of Commerce will be satisfied.
5. Letters are issued and the below governmental bodies will be visited with service number for having information:
  - Ministry of Commerce & Investment
  - Zakat and Income Tax Department
  - Chamber of Commerce
  - Social insurance
  - Ministry of Labor
  - Municipality



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Three working days

## 08.02 APPLY FOR VOLUNTARY CANCELLATION OF THE LICENSE



### SERVICE DESCRIPTION

This service is for all the entities that seek a decision for a voluntary cancellation of license. Such entities will have revoked all the records, licenses and certificates that are connected with such license at SAGIA.



### SERVICE DOCUMENTATIONS

#### Establishments:

1. Letter printed on the entity's letterhead and authenticated by the Chamber of Commerce.
2. Proof of revoking the Commercial Registration.
3. Letter from the authority supervising over the activities as shown in Section No (11.04) of this manual approving cancellation of the license.
4. Proof of closing the firm's file with the Zakat and Income Department.
5. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.

#### Companies:

N/A



### SERVICE RULES AND RESTRICTIONS

1. Before applying for this service, the entity must verify the following:
  - Employees discharged.
  - Closure of the entity's location and stop the practice its business.
2. Not to work or exercise activity directly or indirectly.
3. Deregistration of commercial register of branches/ marketing centers that are intended to be closed.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Five working days for establishments

Immediately for companies

# 09.00 SAGIA SPECIAL SERVICES



## 09.01 LICENSE RENEWAL (FOR COMPANIES DELAYED ON CR ISSUANCE)



### SERVICE DESCRIPTION

This service is for all expired licenses for which no commercial registration was issued.



### SERVICE DOCUMENTATIONS

1. A Copy of the investment license.
2. Written commitment by the entity to seek and obtain commercial registration and mandatory government documents within the validity of the license.



### SERVICE RULES AND RESTRICTIONS

1. The license must not have been issued more than two years earlier.



### SERVICE FEES

- Payment of license fee two thousand (2000) Saudi Riyals annually for each branch.
- Payment of subscription fee for services.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service may be cancelled and the applicant may have to apply again.



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.



## 09.02 RENEWAL OF LICENSES FOR LIQUIDATION PURPOSES



### SERVICE DESCRIPTION

The following license categories can be renewed for liquidation purposes:

- Licenses for which voluntary cancellation applications are submitted.
- Licenses for which a "non-renewable" decision has been issued.
- Licenses for which a "punitive decision" has been issued.
- Licenses for which a "withdrawal decision" has been issued.



### SERVICE DOCUMENTATIONS

N/A



### SERVICE RULES AND RESTRICTIONS

1. The immediate service is provided for first time in the first year.
2. The entity is exempted from the service fees and outstanding fee for the previous years during renewal of license "for liquidation purpose".
3. Duration of renewal for liquidation purpose shall be maximum five years for companies starting from the date of decision of shareholders or general assembly or a judicial liquidation decision taken by the competent judicial authority, or shall be one (1) year for establishments starting from the application date for renewal for purpose of liquidation.
4. Cancellation decision / non-renewal / withdrawal of license issued to the entity must be received before submission of application.
5. The activity is deleted from the license and the following phrase is affixed (license renewed for liquidation purpose and shall not be used by the entity for any new commercial obligations or for contracts or tender purposes).
6. In case the establishment, for which the voluntary cancellation is issued, requested to have a renewal license for purpose of liquidation for more than one year, then it must apply for renewal under service No. (05.00) of this manual.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Immediate



## 09.04 UPDATING ENTITY'S CONTACT INFORMATION



### SERVICE DESCRIPTION

This service aims at providing SAGIA with data about the General Manager and representatives of the entity, identifying a commissar with SAGIA for notifications, announcements, decisions, and to submit applications related to the entity to SAGIA.



### SERVICE DOCUMENTATIONS

1. Completing and attesting Form No. (13.01 (of this manual designed for identifying corporate address, website and the commissar.
2. Copy of the national ID or residence permit of the General Manager, authenticated by the Chamber of Commerce.
3. National ID copy of the representative of the entity at SAGIA.
4. Printout of the Social Insurance (GOSI), indicating name of the representative.



### SERVICE RULES AND RESTRICTIONS

1. Entities licensed over or less than (6) months are exempt from this service.
2. In case of any modification in the entity's contact data, it must be updated on the website, as per this service.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 09.05 TRANSFER OF SPONSORSHIP OF THE FOREIGN INVESTOR



### SERVICE DESCRIPTION

A resident expatriate possessing an investor(s) license is allowed to transfer sponsorship under the following circumstances:

- Optional cancellation decision. According to the service number (08,00) of this Guide.
- The Issuance of converting the entity to national.
- The issuance of non-renewal decision.
- The issuance of the decision to cancel the punitive / withdrawal of the license / non-renewal, all of which any of the following conditions are met:
  1. If the Foreign Investor is married to a Saudi female and has children from her.
  2. Son of Saudi mother
  3. If the Investor is a Palestinian national holding an Egyptian identification document.
  4. If the Investor is a holder of another license granted by SAGIA, and wants to transfer his sponsorship to the other entity, provided that the project is legitimate.



### SERVICE DOCUMENTATIONS

1. Copy of the investor's residence permit and passport.
2. A letter from the entity that requires transfer of sponsorship of the investor, indicating the profession to be held by the investor.
3. Copy of the Commercial Registration (CR) of the entity seeking transfer of sponsorship of the investor.
4. Copy of cancellation decision (punitive / withdrawal of license / non-renewal / voluntary) or conversion to national entity.



### SERVICE RULES AND RESTRICTIONS

1. The service shall not be provided to cancel the punitive or non-renewal only after the submission of the documents mentioned in the Government service number (09,02) (of this manual to demonstrate the entity liquidation.
2. If the transfer is for the Saudi wife/ mother, the applicant must submit (a copy of the wife's ID, and marriage contract and if he was the son then he should submit a birth certificate).
3. Access of the investor(s) to the service is subject to the laws and regulations of the government agencies or institutions providing the service.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Three working days.

## 09.06 RENEWAL OF RESIDENCE PERMIT OF THE INVESTOR WHOSE LICENSE IS CANCELLED



### SERVICE DESCRIPTION

Renewal of the Residence permit for a maximum of one year for the foreign investor for whom a cancellation decision (punitive / withdrawal of license / non-renewal / conversion to national / voluntary) was made.



### SERVICE DOCUMENTATIONS

1. Copy of the foreign investor's residence permit.
2. Copy of Commercial Registration (CR).



### SERVICE RULES AND RESTRICTIONS

1. The investor (s) shall be granted residence renewal application for one time only.
2. Access of the investor (s) to the service is subject to the laws and regulations of government agencies or institutions providing the service.
3. In case that the entity's owners presented the request to voluntary cancellation, only checks the application on cancellation support letters service under the service no. (08.01) of this manual.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Three working days.

## 09.07 EXIT-RE-ENTRY VISAS OF THE INVESTOR WHOSE LICENSE IS CANCELLED



### SERVICE DESCRIPTION

Single exit-re-entry visa is granted for a period three (3) months to the resident foreign investor for whom a cancellation decision was issued (punitive / withdrawal of license / non-renewal/ conversion to national / voluntary), whenever it is necessary.



### SERVICE DOCUMENTATIONS

1. Copy of the foreign investor's residence permit.
2. Copy of Commercial Registration (CR).



### SERVICE RULES AND RESTRICTIONS

1. The Residence of the applicant must be valid in order to applying for the service.
2. This service is only provided under maximum imperative necessity and according to the discretion of SAGIA, for the investors' need, while considering humanitarian conditions, for example, but not limited to:
  - Sick conditions and provision of medical report
  - Marriage of one of the investor's first-class lineage.
  - Request for exit-re-entry for family members.
3. For investor/investors to acquire a service relays on the governmental agencies rules and procedures to obtain such a service.
4. In case that the entity's owners presented the request to voluntary cancellation, only checks the application on cancellation support letters service under the service no. (08.01) of this manual.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Three working days.

## 09.08 FINAL EXIT OF THE INVESTOR WHOSE LICENSE IS CANCELLED



### SERVICE DESCRIPTION

The final exit is granted to foreign investor for whom a cancellation decision was issued (punitive / withdrawal of license / non-renewal/ conversion to national / voluntary).



### SERVICE DOCUMENTATIONS

1. Finalize the government documents (write-off record, municipal license, social insurance, Zakat and Income, the Chamber of Commerce, Labor Office, an extract of the 700 file, extract of the residence number) with the exception of voluntary cancellation.
2. Copy of the foreign investor's residence permit.
3. Copy of Commercial Registration (CR) after conversion to national entity.



### SERVICE RULES AND RESTRICTIONS

1. For an investor/ investors to acquire a service relays on the governmental agencies rules and procedures to obtain such a service.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Three working days.

## 09.09 ISSUANCE OF SUPPORTING LETTER FOR INVESTOR PROFESSION

### SERVICE DESCRIPTION

Service is provided to natural persons who have investment licenses (new or existing) in the Kingdom of Saudi Arabia and they have a desire to have an investor or general manager profession

### SERVICE DOCUMENTATIONS

1. A copy of the applicant's passport or a copy of the residence in case that the applicant is residing in the Kingdom.
2. A proof of the achievement of one of the criteria shall be provided, according to the table below:

NO.	THE STANDARD		MEAN OF PROOF
1	The entity shall have inventive activity, or registered patent to engage in the same activity.	NEW AND EXISTING LICENSES	<ol style="list-style-type: none"> <li>1. Patent or intellectual property rights must be registered.</li> <li>2. License activity must reflect investment of the patent or intellectual property rights as a product or innovative activity in the Kingdom.</li> </ol>
2	To be one of the entities targeting export, where the technical specifications of the product and the method of its production conforming to Saudi Arabia or the Gulf or international.	EXISTING LICENSES	<ol style="list-style-type: none"> <li>1. The ratio of products export shall exceed 80 % of the total quantities licensed by the Authority</li> <li>2. Entity's sales of not less than 15 million Saudi Riyals during the last two years.</li> <li>3. Product specifications conformity with Saudi Arabia or the Gulf or international specifications</li> </ol>
		NEW LICENSES	<ol style="list-style-type: none"> <li>1. The submitted plan shall include a proof that the product is aiming to export.</li> </ol>
3	The entity's activity is aiming at employment of Saudis according to the Kingdom of Saudi Arabia's obligations to the World Trade Organization, and of (25% of the employees in its country of managers, executives and specialists, or 15% of its staff in its country and 10% from outside of origin).	NEW AND EXISTING LICENSES	<ol style="list-style-type: none"> <li>1. Manpower of not less than 50.</li> <li>2. Foreigners' ratio in the entity shall not exceed 25%.</li> </ol>
3	Entity's capital in the Kingdom of Saudi Arabia of at least 37.500 million Saudi Riyals	EXISTING LICENSES	<ol style="list-style-type: none"> <li>1. The entity's assets of not less for 37.500 million Saudi Riyals, 50% in cash according to the latest financial statement of the entity.</li> <li>2. Provide a local bank certificate of cash assets of the entity.</li> </ol>
		NEW LICENSES	<ol style="list-style-type: none"> <li>1. Clarify what shows the financial capacity to provide the capital and operating expenses.</li> </ol>





## SERVICE RULES AND RESTRICTIONS

1. The following shall be taken into account in case of requesting investor profession
  - The number of holders of the profession shall not exceed for one person “for each entity.”
  - No judicial rulings in criminal or commercial case in the Kingdom or abroad have been passed against the entity or the applicant. The entity and the applicant shall not have any pending cases inside or outside the Kingdom.
  - The scientific qualification for those who wish to obtain this profession shall be the university degree at least.
2. In case of failure in applying the criteria of investor profession, the entity should adapt its situation within a period not exceeding 24 months or before the second renewal of the license.



## SERVICE FEES

N/A



## APPLICATION MECHANISM

The website – complains and inquiries.



## EXPECTED TIME FOR SERVICE IMPLEMENTATION

Five working days.

## 09.10 EXTENSION OF THE WRITTEN NOTIFICATION DEADLINE



### SERVICE DESCRIPTION

This service is provided to extend the grace period issued by SAGIA to support and follow-up investments in the written notification through which the entity was informed about the existence of irregularities and granting a grace period to the entity to take corrective actions.



### SERVICE DOCUMENTATIONS

1. Any document that the entity deems that it supports its application for extension of the period in the written notification (no mandatory document).



### SERVICE RULES AND RESTRICTIONS

1. The application shall be submitted during the grace period given in the written notification stating justification for the request in the designated box
2. If there is a request from the entity under study, it cannot submit a new application until deciding on the pending application.
3. The request to extend the grace period given in the written notification shall not be accepted except for one time only



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Three working days.

## 09.11 REPLY TO THE WRITTEN NOTIFICATION



### SERVICE DESCRIPTION

This service is provided to reply to the written notification through which the entity was informed about the existence of irregularities and grant it a corrective grace period. The entity, through this service, can respond to the said irregularities through providing the reasons and justifications and prove its removal (if any).



### SERVICE DOCUMENTATIONS

1. Any document that the entity deems that it supports its reply to the irregularities (no mandatory document).



### SERVICE RULES AND RESTRICTIONS

1. The application shall be submitted during the grace period given in the written notification stating justification for the request in the designated box
2. If there is a request from the entity under study, it cannot submit a new application until deciding on the pending application.
3. The request to reply to the written notification shall not be accepted except for one time only



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Three working days.

## 09.12 GOVERNMENT DATA UPDATE SERVICE



### SERVICE DESCRIPTION

It is a service that aims to reach the "Integrated e-service" through updating government data of investment entity licensed by the SAGIA to reach reliable and updated government database by direct linkage to "YESSER" system without the need to attach government documents from the entity.



### SERVICE DOCUMENTATIONS

The Head Office data (mandatory)

1. Commercial Registration No.
2. Social Security Subscription No.
3. Labor Office No.
4. Identification Number for Zakat
5. Municipal license No., if any (non-mandatory)

#### **Branches data (if any)**

1. Commercial Registration No.
2. Municipal license No., if any (non-mandatory)
3. Branch's location on map (non-mandatory)



### SERVICE RULES AND RESTRICTIONS

1. Update - for once only - is mandatory for all licensed entities, holding a license of two years or more, that did not provide SAGIA with the data in earlier time.
2. The service shall be suspended for licensed entities that have a shortage or mismatch in government documents figures with "YESSER" data until updating their government data in the electronic system of SAGIA, and verification of data on compliance with the "YESSER".



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Three working days.

## 09.13 ENDING OF SERVICE SUSPENSION FOR AN INVESTOR IN PASSPORTS DEPT.



### SERVICE DESCRIPTION

A service allowing the entity that cancelled by SAGIA to request ending the suspension at the General Directorate of Passports.



### SERVICE DOCUMENTATIONS

1. Copy of Commercial Registration (CR).
2. A copy of the investor's Iqama or the general manager's Iqama.



### SERVICE RULES AND RESTRICTIONS

1. Former suspension of services in Passports Dept. requested by SAGIA
2. Investor's need to end such suspension for a period of time determined by Passports Dept.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

Business Center – appointment reservation,



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 09.14 OPENING AN ACCOUNT FOR THE SAUDI INVESTOR



### SERVICE DESCRIPTION

This service is provided to the Saudi investor who wish to execute their entity's services from the business center at SAGIA, including the e-services.



### SERVICE DOCUMENTATIONS

1. A letter issued by the entity and certified by Chamber of Commerce. Such letter request opening an account in SAGIA
2. Copy of Commercial Registration (CR).
3. A copy of National ID.



### SERVICE RULES AND RESTRICTIONS

1. All submitted document must be valid.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – E-Services Portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 09.15 CHANGING THE E-MAIL



### SERVICE DESCRIPTION

The e-mail amendment service is provided in the event that the entity loses the access information and wishes to change the person authorized to manage the electronic account, or that the company has no employee on the establishment and has not completed its governmental procedures and is still under foundation or cancellation.



### SERVICE DOCUMENTATIONS

1. A letter printed on the entity's letterhead requesting amendment of the e-mail including name of the new authorized person authorized to have access to the e-services and the e-mail and certified by Chamber of Commerce
2. A copy of the new authorized person's ID.



### SERVICE RULES AND RESTRICTIONS

1. After login the account for the first time, the initial password should be reset in accordance with the following requirements:
  - The password should consist of at least 8 digits: 5 letters, 2 numbers, and one special tag (! @ # \$)
2. Apply for "entity data service update" through service (09.05 (of this manual.



### SERVICE FEES

N/A



### APPLICATION MECHANISM

The website – Contact Us.



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

10.00 GOVERNMENT  
ENTITIES' SERVICES IN  
BUSINESS CENTERS





## 10.01 MINISTRY OF COMMERCE AND INVESTMENT

### 10.01.01 BOOKING COMMERCIAL NAME



#### SERVICE DESCRIPTION

This service is provided to new entities that desire to choose a commercial name.



#### SERVICE DOCUMENTATIONS

1. A copy of the registration of the foreign company if the intended name is a foreign name.
2. Fill the forms of "Booking Commercial Name" approved by Ministry of commerce and Investment.
3. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



#### SERVICE RULES AND RESTRICTIONS

1. In case of booking a commercial name for a company, the foreign partner shall approve booking such name.



#### SERVICE FEES

- Payment of fees for the service provider.



#### APPLICATION MECHANISM

Business centers – Appointment Reservation



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.01.02 ISSUANCE OF COMMERCIAL REGISTRATION FOR SOLE ESTABLISHMENT



### SERVICE DESCRIPTION

This service is provided to sole establishments that desire to issue a commercial registration after obtaining the investment license.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. Providing identity proof or endorsement letter from the SAGIA if there is no Iqama.
3. The original and a copy of "Booking Commercial Name" according to Service No (10.1.1) of this Manual.
4. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
5. Delegation approved for the applicant with a proof of delegating person identity.
6. A copy of the license / permit of the relevant government entities for persons engaged in activities subject to the approval of the government entities (i.e. education, media, tourism ... etc.) as per activities according to Section (11.4) of this Manual.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

### 10.01.03 ISSUANCE OF COMMERCIAL REGISTRATION FOR COMPANY



#### SERVICE DESCRIPTION

This service is provided to entity that desires to issue a commercial registration after obtaining the investment license.



#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. The original copy of Articles of Association after notarized by the Notary.
3. The original copy of summary announcement in Umm al-Qura newspaper and the unified center at the Ministry of commerce and Investment.
4. Shareholders' resolution to appoint the general manager – if through a separate contract – authenticated by Ministry of commerce and Investment.
5. Providing a bank certificate.
6. Providing identity proof for the foreign shareholders and directors, a copy of national ID if any of the shareholders holds Saudi nationality and a document by "ABSHAR" System to prove profession or a copy of the commercial registration, shareholders' resolution and the articles of association for the engaged Saudi companies.
7. The original and a copy of "Booking Commercial Name" according to Service No (10.1.1) of this Manual.
8. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
9. Delegation approved for the applicant with a proof of delegating person identity.
10. A copy of the license / permit of the relevant government entities for persons engaged in activities subject to the approval of the government entities (i.e. education, media, tourism ... etc.) as per activities according to Section (11.4) of this Manual.



#### SERVICE RULES AND RESTRICTIONS

1. Providing an endorsement letter for the general manager of the chief executive officer from the SAGIA if there is no Iqama for foreign shareholders and directors.



#### SERVICE FEES

- Payment of fees for the service provider.



#### APPLICATION MECHANISM

Website – Electronic services portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

#### 10.01.04 REGISTRATION OF SOLE ESTABLISHMENT BRANCH



##### SERVICE DESCRIPTION

This service is provided to sole establishments that wish to issue a commercial registration for its branch.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license and sublicense.
2. A copy of the main commercial registration.
3. A copy of the license / permit of the relevant government entities for persons engaged in activities subject to the approval of the government entities (i.e. education, media, tourism ... etc.) as per activities according to Section (11.4) of this Manual.
4. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



##### SERVICE RULES AND RESTRICTIONS

N/A



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Website – Electronic services portal



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.05 REGISTRATION OF COMPANY BRANCH

### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to issue a commercial registration for its branch.

### SERVICE DOCUMENTATIONS

1. A copy of the investment license and sublicense.
2. A copy of the main commercial registration.
3. Submit a letter to the partner's decision to open the branch and appoint the branch manager certified by the Chamber of Commerce.
4. A copy of the license / permit of the relevant government entities for persons engaged in activities subject to the approval of the government entities (i.e. education, media, tourism ... etc.) as per activities according to Section (11.4) of this Manual.
5. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
6. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

### SERVICE RULES AND RESTRICTIONS

N/A

### SERVICE FEES

- Payment of fees for the service provider.

### APPLICATION MECHANISM

Website – Electronic services portal

### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.06 STUDY OF ARTICLES OF ASSOCIATION OF NEW COMPANY



### SERVICE DESCRIPTION

This service is provided to companies that desire to provide its Articles of Association for study in order to establish a new or subsidiary investment entity in the Kingdom.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. The Articles of Association of the company.
3. Providing identity proof for the foreign shareholders and directors, a copy of national ID if any of the shareholders holds Saudi nationality and a document by "ABSHAR" System to prove profession or a copy of the commercial registration, shareholders' resolution and the articles of association for the engaged Saudi companies.
4. A copy of "Booking Commercial Name" according to Service No (10.1.1) of this Manual.
5. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
6. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

1. Providing an endorsement letter for the general manager of the chief executive officer from the SAGIA if there is no Iqama for foreign shareholders and directors.



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.07 RENEWAL OF COMMERCIAL REGISTRATION FOR SOLE ESTABLISHMENTS



### SERVICE DESCRIPTION

This service is provided to sole establishments that desire to renew its commercial registration.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. The original of the commercial registration.
3. A copy of the Commerce Chamber subscription.
4. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.08 RENEWAL OF COMMERCIAL REGISTRATION FOR COMPANIES



### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to renew their commercial registration.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. The original of the commercial registration.
3. Submission of the last balance sheet of the company.
4. A copy of the Commerce Chamber subscription.
5. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
6. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.



## 10.01.09 CONVERSION OF COMMERCIAL REGISTRATION FROM SOLE ESTABLISHMENT TO COMPANY



### SERVICE DESCRIPTION

This service is provided to sole establishment that desires to be converted into a company.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license after amendments.
2. The original of the commercial registration.
3. The original copy of Articles of Association after notarized by the Notary.
4. Providing identity proof for the foreign shareholders and directors, a copy of national ID if any of the shareholders holds Saudi nationality and a document by "ABSHAR" System to prove profession or a copy of the commercial registration, shareholders' resolution and the articles of association for the engaged Saudi companies.
5. The original copy of summary announcement in Umm al-Qura newspaper and the unified center at the Ministry of commerce and Investment.
6. Providing a bank certificate in case of capital increase.
7. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
8. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

1. Providing an endorsement letter for the general manager of the chief executive officer from the SAGIA if there is no Iqama for foreign shareholders and directors.



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.10 ISSUANCE OF A REPLACEMENT OF DAMAGED COMMERCIAL REGISTRATION FOR SOLE ESTABLISHMENTS



### SERVICE DESCRIPTION

This service is provided to sole establishments that desire to issue a commercial registration to replace the damaged one.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. The original of the commercial registration.
3. Submission of a letter directed to the Branch Manager of the Ministry of commerce and Investment in the SAGIA asking for producing another copy of damaged commercial registration.
4. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.11 ISSUANCE OF A REPLACEMENT OF A DAMAGED COMMERCIAL REGISTRATION FOR COMPANIES



### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to issue a commercial registration to replace the damaged one.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. The original of the commercial registration.
3. Submission of a letter directed to the Branch Manager of the Ministry of commerce and Investment in the SAGIA asking for producing another copy of damaged commercial registration.
4. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.12 ISSUANCE OF A REPLACEMENT OF LOST COMMERCIAL REGISTRATION FOR SOLE ESTABLISHMENTS



### SERVICE DESCRIPTION

This service is provided to sole establishments that desire to issue a commercial registration to replace the lost one.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Submission of a letter directed to the Branch Manager of the Ministry of commerce and Investment in the SAGIA asking for producing another copy of lost commercial registration.
4. Submission of an announcement in a daily magazine stating the registration loss.
5. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
6. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

### 10.01.13 ISSUANCE OF A REPLACEMENT OF LOST COMMERCIAL REGISTRATION FOR COMPANIES

#### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to issue a commercial registration to replace the lost one.

#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Submission of a letter directed to the Branch Manager of the Ministry of commerce and Investment in the SAGIA asking for producing another copy of lost commercial registration.
4. Submission of an announcement in a daily magazine stating the registration loss.
5. A copy of the Commerce Chamber subscription.
6. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
7. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

#### SERVICE RULES AND RESTRICTIONS

N/A

#### SERVICE FEES

- Payment of fees for the service provider.

#### APPLICATION MECHANISM

Website – Electronic services portal

#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

#### 10.01.14 AMENDMENT OF COMMERCIAL REGISTRATION FOR SOLE ESTABLISHMENT

##### SERVICE DESCRIPTION

This service is provided to sole establishments that desire to amend its commercial registration.

##### SERVICE DOCUMENTATIONS

1. A copy of the investment license after amendment and the original copy for comparison.
2. The original of the commercial registration.
3. A copy of the Commerce Chamber subscription.
4. A copy of the license / permit of the relevant government entities for persons engaged in activities subject to the approval of the government entities (i.e. education, media, tourism ... etc.) as per activities according to Section (11.4) of this Manual.
5. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
6. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

##### SERVICE RULES AND RESTRICTIONS

N/A

##### SERVICE FEES

- Payment of fees for the service provider.

##### APPLICATION MECHANISM

Website – Electronic services portal

##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.15 AMENDMENT OF COMMERCIAL REGISTRATION FOR COMPANIES



### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to amend its commercial registration.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license after amendment and the original copy for comparison.
2. The original of the commercial registration.
3. A copy of Articles of Association.
4. Shareholders' resolution to amend after notarized by the Notary and a copy of Articles of Association.
5. The original copy of summary announcement in Umm al-Qura newspaper and the unified center at the Ministry of commerce and Investment.
6. A copy of the Commerce Chamber subscription.
7. A copy of the license / permit of the relevant government entities for persons engaged in activities subject to the approval of the government entities (i.e. education, media, tourism ... etc.) as per activities according to Section (11.4) of this Manual.
8. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
9. Delegation approved for the applicant with a proof of delegating person identity.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.16 AMENDMENT OF SOLE ESTABLISHMENT ADDRESS



### SERVICE DESCRIPTION

This service is provided to sole establishments that desire to amend its address.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
4. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.



## 10.01.17 AMENDMENT OF COMPANY ADDRESS



### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to amend its address.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
4. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.01.18 ISSUANCE OF THE COMMERCIAL REGISTER FOR BRANCHES OF FOREIGN COMPANIES



### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to issue a commercial registration for a branch within the Kingdom based on a decision of the partners.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration and the company's incorporation contract translated from an approved office approved by the Ministry of Foreign Affairs and the Saudi Embassy.
3. The partners' decision to open the branch is translated from an approved office approved by the Ministry of Foreign Affairs and the Saudi Embassy.
4. The decision to appoint the branch manager is translated from an accredited office approved by the Ministry of Foreign Affairs and the Saudi Embassy.
5. A copy of the residence of the branch manager or a copy of the passport as detailed in the decision of the partners.
6. An origin certificate of deposit of the branch capital in one of the authorized local banks.
7. Fill the forms of "Commercial Registration" approved by Ministry of commerce and Investment.
8. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.02 MINISTRY OF JUSTICE

### 10.02.01 ISSUANCE OF ATTORNEY



#### SERVICE DESCRIPTION

This service is provided to companies that desire to issue attorneys to delegates in order to carry on its business.



#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Electronically fill the attorney forms approved by Ministry of Justice.
4. A proof of identity for the applicant.



#### SERVICE RULES AND RESTRICTIONS

1. The number of the application filed electronically on Ministry of Justice website shall be attached.



#### SERVICE FEES

- Payment of fees for the service provider.



#### APPLICATION MECHANISM

Business centers – Appointment Reservation



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.02.02 INDUSTRIAL MORTGAGE



### SERVICE DESCRIPTION

This service is provided to industrial companies that desire to mortgage in order to obtain certain facilities or services.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Companies' Article of Association (presence of powers for company manager to mortgage and sign for the company) or power of attorney stating the mortgage.
4. If there is any property in the assets to be mortgaged, the original of title instrument shall be attached.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Business centers – Appointment Reservation



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

### 10.02.03 AUTHENTICATION OF COMPANIES' ARTICLE OF ASSOCIATION

#### SERVICE DESCRIPTION

This service is provided to companies that desire to authenticate its Articles of Association.

#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. The original of the commercial registration.
3. Submission of summary of Articles of Association authenticated by Commerce Chamber.
4. Submission of identity proof for the shareholders, shareholders' resolution, the articles of association for the companies and the last amendment resolution thereof if any or submission of power of attorney of all shareholders or manager of the company stating the legal capacity to sign articles of association.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

#### SERVICE RULES AND RESTRICTIONS

1. In-kind shares shall be stated in details such as for cars, (type – model – value) shall be stated and for buildings and facilities, its status shall be stated whether rented or gifted by the shareholders.

#### SERVICE FEES

- Payment of fees for the service provider.

#### APPLICATION MECHANISM

Business centers – Appointment Reservation

#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.02.04 AUTHENTICATION OF AMENDMENT RESOLUTION OF COMPANIES' ARTICLE OF ASSOCIATION



##### SERVICE DESCRIPTION

This service is provided to companies that desire to amend its Articles of Association.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. The original of the commercial registration.
3. Submission of Articles of Association to be authenticated and all amendment resolutions with stating the full details of contracts, commercial registrations and license in the preamble.
4. Submission of identity proof for the shareholders, shareholders' resolution, the articles of association for the companies and the last amendment resolution thereof if any or submission of power of attorney of all shareholders or manager of the company stating the legal capacity to sign articles of association.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



##### SERVICE RULES AND RESTRICTIONS

1. In-kind shares shall be stated in details such as for cars, (type – model – value) shall be stated and for buildings and facilities, its status shall be stated whether rented or gifted by the shareholders.
2. Attendance of the Parties or their respective ID under power of attorneys stating the required action and proving the legal capacity.



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Business centers – Appointment Reservation



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.03 RECRUITMENT AFFAIRS

### 10.03.01 RECRUITMENT OF INVESTORS' FAMILIES



#### SERVICE DESCRIPTION

This service is provided to foreign entities owned by an investor who desires to bring his/her family to the Kingdom.



#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the investor's passport.
4. A copy of the Iqama.
5. A copy of the passport of the wife and sons to be recruited.
6. A copy of the marriage contract authenticated by the Saudi Embassy.
7. Fill the "Recruitment Form" approved by Recruitment Affairs for the names to be recruited using the same language of the passport authenticated by the Commerce Chamber.



#### SERVICE RULES AND RESTRICTIONS

1. Iqama visa shall be given to the wife and minor sons only. In case the daughter has reached the legal age, a certificate from the court shall be submitted proving that she is not married authenticated by the Saudi Embassy.



#### SERVICE FEES

- Payment of fees for the service provider.



#### APPLICATION MECHANISM

Website – Electronic services portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Five (5) working days.

## 10.03.02 RECRUITMENT OF HIGH PROFESSIONS' FAMILIES



### SERVICE DESCRIPTION

This service is provided to foreign entities in which high professions such as (General Manager – Engineer – Legal Consultant – Accountant) desire to bring their family to the Kingdom.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the investor's passport.
4. A copy of the Iqama.
5. A copy of the passport of the wife and sons to be recruited.
6. A copy of the marriage contract authenticated by the Saudi Embassy.
7. A copy of the academic qualification of the applicant authenticated by the Saudi Embassy.
8. Submission of a letter from the entity showing the salary, job title and approval over recruitment for the applicant authenticated by the Commerce Chamber.
9. Fill the "Recruitment Form" approved by Recruitment Affairs for the names to be recruited using the same language of the passport authenticated by the Commerce Chamber.



### SERVICE RULES AND RESTRICTIONS

1. If the applicant is engineer or accountant, a proof from the Saudi Authority of Engineers and Accountants shall be submitted.



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Five (5) working days.



## 10.04 GENERAL DEPARTMENT OF PASSPORTS

### 10.04.01 EXTENSION OF VISIT PERIOD



#### SERVICE DESCRIPTION

This service is provided to entities that desires to extend the visit period for persons holding visit visa.



#### SERVICE DOCUMENTATIONS

1. Fill the form of "Extension of Visit Period" approved by General Department of Passports.
2. A copy of the visitor's passport and a copy of the visa he/she has used to enter.
3. A copy of the license and the commercial registration.
4. Submission a letter from the entity stating its desire to extend the visa period.



#### SERVICE RULES AND RESTRICTIONS

1. Business and commercial visits can only be extended for one time while family visit can be extended for two times (family visit through Absher System)



#### SERVICE FEES

- Payment of fees for the service provider.



#### APPLICATION MECHANISM

Business centers – Appointment Reservation



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.04.02 EXTENSION OF TRAVEL VISA PERIOD



### SERVICE DESCRIPTION

This service is provided to entities that desires to extend the period of travel visas that has been applied for earlier.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Submission of a letter from the company or foundation stating its desire to extend the visa period authenticated by the Commerce Chamber.
4. Submission of PRINT document to match information.



### SERVICE RULES AND RESTRICTIONS

1. Extension is done through the Embassy (General Department of Passports delivers the form and PRINT document to the Applicant only; provided that Iqama must be valid and effective).



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Business centers – Appointment Reservation



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

### 10.04.03 EXIT AND RETURN VISA



#### SERVICE DESCRIPTION

This service is provided to companies' owners who desire to issue a new exit and return visa for the owners or employees.



#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Iqama and passport.
4. Fill the form of "Exit and Return Visa" approved by General Department of Passports.
5. Submission of endorsement letter issued by Government Relations Department in the SAGIA.



#### SERVICE RULES AND RESTRICTIONS

N/A



#### SERVICE FEES

- Payment of fees for the service provider.



#### APPLICATION MECHANISM

Website – Electronic services portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.04 FINAL EXIT VISA (FOR INVESTORS AND GENERAL MANAGERS ONLY)



##### SERVICE DESCRIPTION

This service is provided to companies' owners who desire to issue a final exit visa for the owners or general managers.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. The original copy of Iqama.
4. Submission of endorsement letter issued by Government Relations Department in the SAGIA.
5. Fill the form of "Exit and Return Visa" approved by General Department of Passports.



##### SERVICE RULES AND RESTRICTIONS

1. If the investor has applied for final exit visa, he/she shall submit clearance letter for the house workers covered by his/her sponsorship.



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Business centers – Appointment Reservation



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.05 EXIT AND RETURN VISA FOR ACCOMPANIERERS



##### SERVICE DESCRIPTION

This service is provided to companies' owners and employees who desire to issue an exit and return visa for the accompaniers.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Iqama.
4. A copy of Paterfamilias's Iqama.
5. Submission of a study proof for male sons who desire to have a visa period more than 6 months.
6. Fill the form of "Exit and Return Visa" approved by General Department of Passports.



##### SERVICE RULES AND RESTRICTIONS

1. This service is provided through ABSHER or MUQEEM System (in case of inability to issue, a proof for that shall be submitted).



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Website – Electronic services portal



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.06 CANCELLATION OF EXIT AND RETURN VISA



##### SERVICE DESCRIPTION

This service is provided to companies' owners and employees who desire to cancel an exit and return visa that has been issued earlier.



##### SERVICE DOCUMENTATIONS

1. Submission of a letter from the entity stating the application.



##### SERVICE RULES AND RESTRICTIONS

1. If more than three months has passed from the visa period, a fine of (1,000 SR) is imposed and shall be paid through ATM.



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Website – Electronic services portal



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.04.07 ISSUANCE OF NEW IQAMA

### SERVICE DESCRIPTION

This service is provided to companies' owners who desire to issue a new Iqama.

### SERVICE DOCUMENTATIONS

1. Shareholders' resolution stating the appointment of the General Manager authenticated by the Commerce Chamber.
2. A copy of the investment license.
3. A copy of the commercial registration.
4. A copy of the passport and entrance visa.
5. Submission of overall medical report.
6. Submission of business card for the General Manager.
7. Submission of medical insurance.
8. Fill the "Issuance of Iqama form" approved by General Department of Passports.

### SERVICE RULES AND RESTRICTIONS

1. If there is no commercial registration, a commitment of producing thereof within a month shall be submitted.
2. If the Iqama is to be issued for the General Manager, a copy of the registration shall be submitted after adding the name of the General Manager therein.

### SERVICE FEES

- Payment of fees for the service provider.

### APPLICATION MECHANISM

Website – Electronic services portal

### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.08 ISSUANCE OF IQAMA FOR PRIVATE DRIVER OR MAID



##### SERVICE DESCRIPTION

This service is provided to companies' owners who desire to issue a new Iqama for the private driver or maid.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the passport.
4. A copy of Paterfamilias's Iqama.
5. Submission of overall medical report.
6. Fill the "Issuance of Iqama form" approved by General Department of Passports.



##### SERVICE RULES AND RESTRICTIONS

1. This service is provided through Absher or Muqeem System (in case of inability to issue, a proof for that shall be submitted).



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Website – Electronic services portal



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.



#### 10.04.09 DISMISSAL OF AN EMPLOYEE HOLDING SEPARATE IQAMA

##### SERVICE DESCRIPTION

This service is provided to companies' owners and employees who desire to dismiss any of their subordinates holding separate Iqama.

##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the passport.
4. The original copy of Paterfamilias's Iqama.
5. Submission of a study proof for male sons who have reached 18 years old.
6. Fill the "Dismissal of an Employee Holding Separate Iqama form" approved by General Department of Passports.

##### SERVICE RULES AND RESTRICTIONS

N/A

##### SERVICE FEES

- Payment of fees for the service provider.

##### APPLICATION MECHANISM

Website – Electronic services portal

##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.10 RENEWAL OF IQAMA



##### SERVICE DESCRIPTION

This service is provided to companies' owners who desire to issue a new Iqama for the owners or employees.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Iqama and the passport.
4. Submission of medical insurance.
5. Fill the "Renewal of Iqama form" approved by General Department of Passports.



##### SERVICE RULES AND RESTRICTIONS

1. If the Iqama to be renewed is for the General Manager, the following shall be submitted:
  - Work card
  - Commercial registration containing the name of the General Manager.



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Website – Electronic services portal



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.11 CANCELLATION OF IQAMA FOR PERSON WHO HAS LEAVED AND HAS NOT RETURNED



##### SERVICE DESCRIPTION

This service is provided to entities that desire to cancel the Iqama of their employees who has leaved the Kingdom and has not returned during the visa period.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. The original copy of Iqama.



##### SERVICE RULES AND RESTRICTIONS

1. The application can be submitted only after (31) days from the expiry of return visa.
2. Submission of an accredited check against a fine of (1,000 SR) in case of Iqama loss.
3. Submission of endorsement letter issued by Government Relations Department in the SAGIA if the profession is an investor or general manager.



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Business centers – Appointment Reservation



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.04.12 ISSUANCE OF REPLACEMENT COPY OF DAMAGED IQAMA



### SERVICE DESCRIPTION

This service is provided to companies' owners and employees who desire to issue another copy of the damaged Iqama.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Iqama.
4. Fill the "Issuance of Iqama form" approved by General Department of Passports.



### SERVICE RULES AND RESTRICTIONS

1. Iqama will be delivered through Wasel Service.



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

### 10.04.13 ADDITION OF SUBORDINATES TO PATERFAMILIAS



#### SERVICE DESCRIPTION

This service is provided to companies' owners who desire to add a subordinate to paterfamilias.



#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the passport and the visa.
4. A copy of Paterfamilias's Iqama.
5. Submission of a medical report for person above 10 years old.
6. Fill the "Addition of Subordinate form" approved by General Department of Passports.



#### SERVICE RULES AND RESTRICTIONS

1. A copy of birth certificate shall be submitted if the subordinate is born in the Kingdom of Saudi Arabia.



#### SERVICE FEES

- Payment of fees for the service provider.



#### APPLICATION MECHANISM

Business centers – Appointment Reservation



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.14 ISSUANCE OF REPLACEMENT COPY OF DAMAGED PASSPORT



##### SERVICE DESCRIPTION

This service is provided to companies' owners and employees who desire to issue another copy of the damaged passport.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of passports.
4. A copy of Iqama.
5. A copy of the entrance visa.
6. Submission of the original of aforementioned passports, if any.
7. Submission of an accredited check against a fine of (1,000 SR).
8. Fill the "Issuance Certificate of replacement Copy of Damaged Passport for Expatriates" approved by General Department of Passports.
9. Fill the "Acknowledgment of Passport Loss form" approved by General Department of Passports.



##### SERVICE RULES AND RESTRICTIONS

N/A



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Business centers – Appointment Reservation



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.15 PRINT APPLICATION



##### SERVICE DESCRIPTION

This service is provided to entities who desire to issue PRINT document to be provided to other government entities.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A letter from the entity to apply for PRINT document.



##### SERVICE RULES AND RESTRICTIONS

N/A



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Business centers – Appointment Reservation



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.04.16 BIO FINGERPRINT



##### SERVICE DESCRIPTION

This service is provided to entities who desire to introduce the fingerprint service for its employees.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Submission of the original and a copy of the passport for the new expatriates.
4. Submission of the original and a copy of Iqama for residents.



##### SERVICE RULES AND RESTRICTIONS

N/A



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Business centers – Appointment Reservation



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.



#### 10.04.17 AMENDMENT OF PASSPORT DATA



##### SERVICE DESCRIPTION

This service is provided to companies' owners and employees who desire to amend the passport data.



##### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Submission of the passport with which he/she has entered the Kingdom and the new subsequent passports with copies thereof.
4. The original copy of Iqama.
5. Fill the "Amendment of Data form" approved by General Department of Passports.



##### SERVICE RULES AND RESTRICTIONS

1. If there are accompaniers included in the passport, the original of birth certificate of the accompaniers born in the Kingdom shall be submitted as well as a copy thereof.



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Business centers – Appointment Reservation



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.04.18 INFORMATION TRANSFER



### SERVICE DESCRIPTION

This service is provided to companies' owners who desire to transfer the passport information.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Submission of the original and a copy of the old passport (all previous passports).
4. The original copy of Iqama.
5. Fill the "Information Transfer form" approved by General Department of Passports.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Business centers – Appointment Reservation



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.04.19 SPONSORSHIP TRANSFER AND PROFESSION AMENDMENT FOR GENERAL MANAGER OF FOREIGN COMPANIES BRANCH

### SERVICE DESCRIPTION

This service is provided to entities that desire to transfer the sponsorship or amend the profession for General Manager of Foreign Companies Branch.

### SERVICE DOCUMENTATIONS

1. A copy of the Companies' Articles of Association authenticated by the Saudi Embassy or a copy of Shareholders' Resolution authenticated by the Saudi Embassy and Articles of Association of the Parent Company in its country authenticated by the Saudi Embassy if shareholders include companies.
2. A copy of the investment license.
3. A copy of the commercial registration.
4. A copy of passports.
5. A copy of Iqama.
6. Submission of the waiver letter issued by the previous Employer authenticated by the Commerce Chamber.
7. Submission of the letter issued by the entity to amend the profession and transfer the sponsorship.
8. Submission of the endorsement letter issued by the SAGIA according to Service No (9.09) of this Manual.
9. Submission of the Labor Office' approval on the sponsorship transfer according to Service No (10.5.4) of this Manual and on the profession amendment according to Service No (10.5.6) of this Manual.
10. Fill the "Sponsorship Transfer and Profession Amendment form" approved by General Department of Passports.
11. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

### SERVICE RULES AND RESTRICTIONS

1. Complete electronic procedures regarding the Employer's approval.

### SERVICE FEES

- Payment of fees for the service provider.

### APPLICATION MECHANISM

Website – Electronic services portal

### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.04.20 SERVICES TRANSFER FOR PRIVATE DRIVER AND MAID



### SERVICE DESCRIPTION

This service is provided to companies' owners who desire to issue a new Iqama for the private driver or maid.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. The original and a copy of the passport (all previous passports).
4. A copy of the new Employer's Iqama.
5. Submission of the waiver letter issued by the previous Employer authenticated by the General Department of Passports.
6. A copy of the driving license for the private driver.
7. Fill the "Sponsorship Transfer form" approved by General Department of Passports.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Business centers – Appointment Reservation



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

## 10.05 MINISTRY OF LABOR AND SOCIAL DEVELOPMENT

### 10.05.01 RECRUITMENT OF DRIVERS AND SERVANTS



#### SERVICE DESCRIPTION

This service is provided to entities that desire to extend the visit period for persons holding visit visa.



#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Iqama and copies of Iqama of family members.
4. Fill the "Recruitment of Individuals form", state the entity number and authenticate such form from the Commerce Chamber.
5. Delegation approved for the applicant with a proof of delegating person identity, power of attorney or Tajeel Card of Labor Office.



#### SERVICE RULES AND RESTRICTIONS

N/A



#### SERVICE FEES

- Payment of fees for the service provider.



#### APPLICATION MECHANISM

Website – Electronic services portal



#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.05.02 CANCELLATION OF DRIVERS AND SERVANTS VISAS



### SERVICE DESCRIPTION

This service is provided to companies' owners and employees who desire to cancel the visas previously issued for drivers and servants.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A letter written on entity's publications that contains a table stating the visa number and the professions titles and names to be cancelled authenticated by the Commerce Chamber.
4. A copy of the investor's ID who has submitted the application.
5. The original copies of Iqama to be cancelled.
6. Submission of No (700) regarding the entity at the Recruitment Office.
7. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.



### SERVICE RULES AND RESTRICTIONS

N/A



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

### 10.05.03 DATA UPDATING

#### SERVICE DESCRIPTION

This service is provided to entities that desire to update their data.

#### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Zakat and Income Tax Certificate.
4. A copy of Social Insurances Certificate.
5. A copy of Municipality License.

#### SERVICE RULES AND RESTRICTIONS

N/A

#### SERVICE FEES

- Payment of fees for the service provider.

#### APPLICATION MECHANISM

Website – Electronic services portal

#### EXPECTED TIME FOR SERVICE IMPLEMENTATION

One working day.

#### 10.05.04 SERVICES TRANSFER OF EXPATRIATES



##### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to transfer the services of an expatriate to it.



##### SERVICE DOCUMENTATIONS

1. Submission of a letter to the Representative of Ministry of Labor and Social Development stating the desire of the applicant entity to transfer the expatriate to work for it authenticated by the Commerce Chamber.
2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney for entities that has workforce less than 50 employees.
3. Fill the "Services Transfer form" authenticated by Ministry of Labor and Social Development.



##### SERVICE RULES AND RESTRICTIONS

1. Sponsorship transfer is carried out through the Electronic Labor Office except for engineers, companions or any other profession included in the red range.
2. The service is provided only to the companions, subordinates and persons having problem with the system because of deletion or other reason.



##### SERVICE FEES

- Payment of fees for the service provider.



##### APPLICATION MECHANISM

Website – Electronic services portal



##### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.



## 10.05.05 AMENDMENT OF ENTITY NAME

### SERVICE DESCRIPTION

This service is provided to foreign entities that desire to amend its licensed name.

### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration or Municipality License.
3. Submission of the Articles of Association if the amendment is for a company.
4. Submission of the original copies of employees' passport for comparison or a commitment written on the entity's publications regarding data integrity and a statement of employees or a commitment of data integrity authenticated by the Commerce Chamber.
5. Submission of a commitment that the transformed entity does not have any visas that have not entered Saudi Arabia and that all employees have Iqama.
6. Submission of a copy of the delegation authenticated by the Commerce Chamber or the power of attorney.
7. Delegation approved for the applicant with a proof of delegating person identity, power of attorney or Tajeeb Card of Labor Office.

### SERVICE RULES AND RESTRICTIONS

1. If the Employer has passed away, the Principality's approval shall be obtained.
2. If the amendment is from a company to an sole establishment, a shareholders' waiver letter of their respective shares in employees authenticated by the Commerce Chamber shall be submitted.

### SERVICE FEES

- Payment of fees for the service provider.

### APPLICATION MECHANISM

Business centers – Appointment Reservation

### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

## 10.05.06 PROFESSIONS AMENDMENT (HIGH PROFESSIONS)



### SERVICE DESCRIPTION

This service is provided electronically to the companies via the website of Ministry of Labor and Social Development except for engineers or accompaniers, it shall be provided as per below service.



### SERVICE DOCUMENTATIONS

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Social Insurances Certificate.
4. A copy of Zakat and Income Tax Certificate.
5. A copy of the passport and Iqama with submission of the original copies for comparison.
6. The original and a copy of the academic qualification of the employees authenticated by the Saudi Embassy.
7. Application letter to amend the profession written on the company's publications.
8. Delegation for the applicant generated by computer with a proof of delegating person identity.



### SERVICE RULES AND RESTRICTIONS

1. Persons who desire to amend the profession of general driver or truck driver shall submit the original and a copy of operation card and the car form to be amended. Persons who desire to amend the profession of road vehicles driver shall submit the sale contract or car form.
2. Persons who desire to amend the profession of doctor shall obtain and submit the approval of Medical Affairs Department and Labor Office shall communicate Human Resources Fund.
3. Agricultural Engineering Offices that desire to amend shall obtain and submit the approval of Saudi Engineers Authority.
4. For drivers, Traffic Department's approval shall be obtained and submitted and driving license shall be translated from his home country.



### SERVICE FEES

- Payment of fees for the service provider.



### APPLICATION MECHANISM

Website – Electronic services portal



### EXPECTED TIME FOR SERVICE IMPLEMENTATION

Two working days.

# 11.00 GENERAL RULES AND PROVISIONS



## 11.01 GENERAL INSTRUCTIONS FOR LICENSED ENTITIES

1. Comply with all regulations, laws and instructions applicable in the Kingdom of Saudi Arabia.
2. Not to dispose of the properties of the licensed entity without the prior consent of the SAGIA.
3. Comply with conditions and main objectives under which the license has been issued and not to introduce any amendment thereto without the prior consent of the SAGIA and completion of the required procedures.
4. Obtain the prior consent of the SAGIA in case of the desire for voluntary cancellation of the license.
5. Adopt accounting system for the licensed entity, which shall include a record of direct contracts or subcontracts, procurements, sales, revenues and expenses.
6. Submit a detailed budget audited by any of the accounting offices approved by Saudi Organization for Certified Public Accountants.
7. Deposit and transfer the wages and salaries of the employee monthly through any of the banks licensed in the Kingdom.
8. Determine an approved address for his/her general or private place of residence to receive all notices, communications, resolutions and others from the SAGIA. Update the details of addresses if have been changed within a period no later than sixty (60) days from such change.
9. Create a website that includes all necessary information of the entity including contact details.
10. Appoint an officer for the investor in order to communicate with the SAGIA; provided that such officer shall be one of his employees registered in social insurances and to immediately update the commissar data if has been changed.
11. Any licensed activity is not allowed to carry on its business through opening a shop except for:
  - a) Licenses issued for the commercial activity that carry on retail or wholesale trade;
  - b) Industrial licenses for which an approval is issued by the SAGIA to open shopping centers to sell its products.

## 11.02 DOCUMENTATIONS TO BE MAINTAINED EFFECTIVE BY ENTITIES TO BE SUBMITTED UPON REQUEST

1. The investment license; provided that it shall be fixed in prominent and visible place at the entity's headquarters and a copy thereof shall be fixed at the branches.
2. The commercial registration for the headquarter and branches.
3. Social Insurances Certificate for the headquarter and branches.
4. Zakat and Income Tax Certificate.
5. Saudization Certificate (Nitaqat) from Labor Office while complying with the international obligations of the Kingdom in this regard.
6. Municipality Certificate for the headquarter and branches.
7. The license / permit of the relevant body to carry on investment activities.
8. A record of direct contracts or subcontracts, procurements, sales, revenues and expenses.
9. Financial statements of the entity audited by any of the accounting offices approved by Saudi Organization for Certified Public Accountants.

## 11.03 RESTRICTIONS ON LICENSES

Below are the restrictions stipulated in the investment license upon issuance with which the entity shall comply:

NO	ACTIVITY	RESTRICTIONS
1	Information Technology	- It is not allowed to open a shop
2	Industrial Licenses	- Train 15% of Saudis - Not to open more than a shop per district
3	Factories	- It is not allowed to open shopping centers for products without obtaining SAGIA's approval
4	Scientific and Technical Office	- Number of technical employees in the office shall be (.....) and this number can only increase after the prior consent of the SAGIA - Office may study the markets regarding the activity type of the company and prepare reports on such study to the headquarters. Office shall submit to the SAGIA annual summary on its activity - Office may neither implement any contracts nor carry out any commercial or investment activity directly or indirectly in the Kingdom as well as it may not charge any fees for training the Saudi technicians - Company shall comply with all regulations and instructions applicable in the Kingdom of Saudi Arabia and this license will be withdrawn if the company has breached its terms and the relevant official entities will be so notified
5	Contractions	- It is not allowed to carry on any consultancy activities and design
6	Activities requiring the approval of Government Entities	- It is not allowed to carry on activity only after obtaining the consent of the relevant entity
7	General rules and restrictions to be written on the back of license	<b>License Applicant(s)/Entity shall be committed to the following:</b> 1. Obtaining the required post-SAGIA license's governmental documents within 3 months of issuance of the SAGIA license and obtaining the necessary's documents or licenses from related government agencies - where required- before or after obtaining SAGIA's investment license and SAGIA should be notified by the investor if difficulties are faced in doing so not less than 3 months from the projects schedules start of operation. 2. Operating within the licensed field/ industry. 3. Implementing the project within the time-frame indicated in this application and within licensed location or branch. 4. Using licensed name - as per SAGIA's investment license-in all government documents.

NO	ACTIVITY	RESTRICTIONS
		<ol style="list-style-type: none"> <li>5. Renewing SAGIA's investment license annually on time.</li> <li>6. Receiving SAGIA's follow-up officers, cooperating with them and furnishing all required documents and proofs requested during the visit.</li> <li>7. Not marketing or selling any non- licensed inside the Kingdom of Saudi Arabia.</li> <li>8. Respecting intellectual property rights of others.</li> <li>9. Taking all necessary measures to protect the environment.</li> <li>10. Respecting all local laws and regulations issued by Saudi ministries/ agencies for the entity and its employees.</li> <li>11. Notify SAGIA of any change in contact address, P.O Box, email or phones and fax numbers within (10) working days of the change using SAGIA designed forms.</li> </ol> <p>Investor(s) acknowledges and undertakes:</p> <ul style="list-style-type: none"> <li>- To abide by all rules and regulation started in the Foreign Investment act issued under the Royal Decree No (M/1) dated (15/01/1421 H) and all of its corresponding Executive Rules and guarantee the authenticity of the documents, information and data presented herein with this application.</li> <li>- That licensee shall be use the license issued by the Saudi Arabian General Investment Authority (SAGIA) only for the purpose for which the license issued. The Saudi Arabian Government and SAGIA will not be held responsible towards any part for any acts of misconduct committed, directly or indirectly, by the licensee, whether inside or outside Saudi Arabia, in violation of any laws of Saudi Arabia or elsewhere. Furthermore, SAGIA reserves the right to revoke the license at any time if the license is convicted of any illegal acts or is deemed to pose national.</li> <li>- That the purposes of this application is to obtain an investment license to start legitimate investment activity/activities. The investment license is revocable if at any time the data and information presented are found false or inaccurate.</li> <li>- That no final ruling/verdicts have been issued against the investor in violation of Foreign Investment Act.</li> <li>- That no ruling/verdicts have been issued against the investor in monetary or commercial related violations whether inside or outside the Kingdom of Saudi Arabia.</li> <li>- That the investor(s) will transfer the capital declared in this application to a local bank once the investment licensed is issued.</li> <li>- That the investor(s) is not currently resident within the Kingdom of Saudi Arabia and that the investor(s) was not resident within the Kingdom of Saudi Arabia during the last 3 years.</li> <li>- That the investor(s) have read and understood the above terms and conditions, commitments, obligations and undertakings and have agreed to them.</li> <li>- That the name(s) and signature(s) on this application belong to him/them or his/their legal representative and the signature of the letter is considered as his/theirs.</li> </ul>

## 11.04 SPECIALIZED ACTIVITIES WHICH REQUIRE APPROVAL BY OTHER GOVERNMENT AGENCIES

NO	GOVERNMENT AGENCY	LICENSE ISSUANCE	ACTIVITY
1	Ministry of Health	Before approval (Restricted Activity)	Construction, management and operation of a hospital
2	Ministry of Energy, Industry and Mineral Resources	After approval	<ul style="list-style-type: none"> <li>- Mineral exploration licenses (service)</li> <li>- Mineral exploitation and production licenses (industrial).</li> </ul>
3	General Authority of Civil Aviation	After approval	<ul style="list-style-type: none"> <li>- Cargo air transport.</li> <li>- Airline companies.</li> <li>- Aircraft maintenance training centers.</li> <li>- Aviation training centers</li> </ul>
4	Ministry of Education	After approval	<ul style="list-style-type: none"> <li>- Construction, management and operation of elementary, intermediary and high secondary schools for teaching in Arabic or any other language (The activity is currently suspended by the resolution of the Council of Ministers)</li> <li>- Construction, management and operation of institutes</li> </ul>
		Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Construction, management and operation of colleges or universities for teaching and issuance of graduation certificates in Arabic or any other language.</li> </ul>
5	Capital Market Authority	After approval	<ul style="list-style-type: none"> <li>- Financial activities, such as financial advice, custody or safekeeping and underwriting, etc.</li> </ul>
6	Saudi Arabian Monetary Agency	After approval	<ul style="list-style-type: none"> <li>- Insurance, lease finance, banking, etc.</li> <li>- Property Finance</li> </ul>
7	Ministry of Interior	After approval	<ul style="list-style-type: none"> <li>- Manufacture of civil explosives (Deleted from the Negative List)</li> </ul>
8	Ministry of Defense or any military agency or government institution	After approval	<ul style="list-style-type: none"> <li>- Temporary licenses for the performance of time-limited contracts</li> </ul>
9	Supreme Economic Council	After approval	<ul style="list-style-type: none"> <li>- For derogation of any of the activities of the Negative List</li> </ul>



NO	GOVERNMENT AGENCY	LICENSE ISSUANCE	ACTIVITY
10	Saudi Food and Drug Authority	Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Manufacture of human and animal drugs</li> <li>- Manufacture of cosmetics</li> <li>- Scientific and Technical Offices</li> </ul>
11	General Organization for Technical Education & Vocational Training	Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Construction and management of higher institutes</li> </ul>
12	Ministry of Transport	Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Shipping intermediaries (shipping)</li> <li>- Management of the processing of fleets of vessels flying Saudi flag, or hoisting of foreign flags</li> <li>- Highway Service Center</li> <li>- Car Rental Brokers</li> <li>- Taxi (public / private)</li> <li>- Transfer (School / Parameters)</li> <li>- Transfer of pilgrims (inside / outside the Kingdom)</li> <li>- Passenger transport (outside the Kingdom)</li> <li>- Transportation of materials</li> <li>- Directing taxis</li> <li>- Renting cars / trucks / buses</li> <li>- Tourist transport</li> </ul>
13	Saudi Standards, Quality and Metrology Organization	Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Quality Assurance Laboratories</li> </ul>
14	Ministry of Environment, Water and Agriculture	Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Poultry</li> <li>- Livestock breeding</li> <li>- Fish and Shrimp farming</li> </ul>
15	Saudi Organization for Grain Silos and Flour Mills	Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Baked goods, pastries and desserts</li> <li>- Any product made of wheat</li> </ul>
16	Supreme Commission for Tourism and Antiquities	Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Travel and tourism agencies, except for ticket issuance by the General Authority of Civil Aviation (GACIA)</li> <li>- Construction, management and operation of hotels</li> </ul>
17	Ministry of Culture and Information	Before approval (Restricted Activity)	<ul style="list-style-type: none"> <li>- Advertising agencies</li> <li>- Printing presses</li> <li>- Photography</li> <li>- TV &amp; Radio Studios</li> <li>- Foreign media offices &amp; their representatives</li> </ul>

NO	GOVERNMENT AGENCY	LICENSE ISSUANCE	ACTIVITY
18	National Program for Exhibitions and Conferences	Before approval (Restricted Activity)	- Organize and manage exhibitions and conferences
19	Ministry of Municipalities and Rural Affairs	Before approval (Restricted Activity)	- Service centers on the highways
20	Saudi Center for Energy Efficiency	Before approval (Restricted Activity)	- Petrochemical, iron and cement products - Management activities of energy efficiency projects. - Activities of data review and audit in the buildings with respect to energy efficiency. - Activities of provision of engineering design services for energy efficiency standards. - Activities of provision of measurement and verification services of energy
21	General Authority for Small and Medium Enterprises	After approval	- Business incubators and accelerators
22	The Council of Saudi Chambers	After approval	- Other activities related to legal activities
23	The Ministry of Labor and Social Development	Before approval (Restricted Activity)	- Agents of recruitment and hiring of domestic labor services
24	General Commission for Audiovisual Media	After approval	- Importing, distributing, selling and renting audio and visual media content via mobile media - Representative office for satellite channel - Video on demand - Participation in electronic games - Sale, import and distribution of television and radio receivers - SNG satellite broadcasting station - Conducting television and radio competitions - Audio and visual production companies and institutions. - Video and audio broadcasting through various fixed and mobile networks. - Voice social communication services. - Photography in public places and tourist sites. - Television and radio recording studios - Payable TV - Video streaming over closed networks. - Establishment and operation of cinemas

## 11.06 VIOLATIONS AS PER EXECUTIVE REGULATIONS

Executive Regulations of Law of Foreign Investment has been issued by the Resolution of Saudi Arabian General Investment Authority Board No (2/74) dated (12/05/1435 AH) where Article (20) thereof stipulates that the following shall be deemed violations of the provisions of law and regulation and the license conditions and rules:

1. Data of commercial registration is different from data stated in the investment license issued by SAGIA.
2. A commitment unlicensed investment or commercial activities.
3. Absence of investment license for the company's branches and or marketing centers.
4. Stop carrying on the investment activity during the license term except for force majeure acceptable to SAGIA; provided that a schedule stating the date of activity resuming shall be submitted within five (5) days from the occurrence date of such force majeure.
5. Use of name or logo of an international or local trading agency without license, or use of printed materials or stamps or advertisement media under a commercial name different than the name licensed by SAGIA.
6. Non-compliance of the product specifications and style with approved Gulf, Saudi or International Specifications.
7. Failure to notify SAGIA in writing of amendment of address or correspondence and contact details or updating data.
8. Failure to notify SAGIA of or failure to obtain SAGIA's prior consent on sale, waiver or closure of project site without obtaining and activating another site.
9. Capital erosion directly or indirectly according to financial statements.
10. Sponsorship transfer of all or some labor, which has been granted to the project, to other persons or entities without the SAGIA's prior consent.
11. Incompatibility of project site to the size of investment licensed by SAGIA.
12. Employing workers who are not under the sponsorship of the licensed entity
13. Renting out workers who are under the sponsorship of other individuals or entities, or making them work for other agencies.
14. Poor organization of industrial operations inside the factory according to industrial standards applicable in the industrial sector.
15. Non-renewal of the official documentations required by law and necessary to carry on the licensed activity.
16. Presenting false or unauthentic construction contracts.
17. Presenting false data or misleading information to SAGIA.
18. Entity's non-commencement of carrying on the licensed activity after the expiry of the schedule submitted upon application.
19. Failure to submit proof of business implementation commensurate with the licensed capital.
20. Use the entity's location for unlicensed activities.

21. Non-commitment to producing all licensed products (industrial licenses) or reduction of production capacity.
22. Failure to submit a renewal application of the license issued by SAGIA before the expiry of license term.
23. Entity's failure to obtain contracts or business to carry on the investment activity after the expiry of the schedule.
24. Failure to obtain a final consent from the relevant agency to carry on activity according to the schedule.
25. Unavailability of technical or administrative cadre commensurate with the entity's activity and projects.
26. Unavailability of an accounting system for the entity, and failure to register daily accounting transactions.
27. Inability of SAGIA or the approved certified auditor to access and review the entity's accounting system and its financials, as well as information, statistics, data, and transactions based on SAGIA's request.
28. Failure to provide suitable housing for labor in line with the provisions of the laws and regulations.
29. Failure to complete the statutory procedures following the investment license or its branches according to the schedule.
30. Exceeding the licensed production capacity without the SAGIA's prior consent.
31. Operating irregular workers.
32. Failure to promptly and unjustifiably provide a detailed financial report for the entity, audited by an auditing entity accredited by the Saudi Organization for Certified Public Accountants (SOCPA) after elapse of six (6) months from the end of the fiscal year (as per the commercial registration).
33. Relinquish or surrender construction projects to other entities without the SAGIA's prior consent.
34. Waiver the license issued by SAGIA or lease the same in a disposal way similar to title transfer without the SAGIA's prior consent.
35. Failure to deposit the entity's capital in a Saudi bank within a period not exceeding ninety (90) days from the issuance date of the license and to notify SAGIA thereof according the form so prepared.
36. Failure to activate the investment branches of the entity licensed by SAGIA.
37. Unavailability of a entity banner containing its commercial name as stated in the license issued by SAGIA upon inspection.
38. Presence of headquarters of another project in the same site.
39. Non-compliance with the laws, regulations and instructions issued by the relevant government agencies or departments.
40. Non-compliance with paying regularly the wages and entitlements of entity's employee on the specified time and failure to submit a copy of the record of bank transfer for wages and salaries.
41. Non-compliance with any of the conditions or instructions or inventories or the commitments contained in the new license application form or a renewal or amendment.
42. Unavailability of a site for the licensed factory in the organizational scheme of the factory.
43. Refusing to meet or cooperate with SAGIS's inspector.
44. Failure to provide SAGIA with the required information, documents, statistics, data, statements, financial transfers and transactions, etc.
45. Non-compliance with Saudization ratio as stipulated in laws and regulations of Ministry of Labor and Social Development.
46. Failure to utilize the ownership of the licensed property during the period specified by SAGIA.

## 11.07 LICENSE CANCELLATION BY A RESOLUTION OF SAGIA'S BOARD (PUNITIVE CANCELLATION)

Entities for which a cancellation resolution has been issued by the SAGIA's Board have one of the following options:

### **First Option:**

Implement cancellation decision through:

- Submit a renewal application for liquidation purpose, as per Service No (9.02) of this Manual.
- Finalize the status of workers registered under the entity, and close the entity's file with the Ministry of Labor.
- Settle outstanding dues with the General Organization for Social Insurance (GOSI) and close the entity's file.
- Settle outstanding dues of the department of Zakat and Income Tax and close the entity's file.
- Cancellation of municipality license.
- Cancellation of licenses issued by other government agencies (if any).
- Cancellation of the commercial registration.
- Cancellation of the investor(s) residence permit(s), and perform final exit from the Kingdom.

### **Second Option:**

- Appeal the Resolution of SAGIA's Board within sixty (60) days from the date of receipt or knowledge of the resolution, as per Service No. (9.03) of this Manual.
- Appeal in accordance with the Laws of Litigation before the Board of Grievances.

### **Observations:**

Foreign investor is entitled to the following services:

1. Renewal of residence permit, as per Service No. (9.06) of this Manual;
2. Exit-re-entry visa for the investor whose license is revoked, as per Service No. (9.07) of this Manual;

## 11.08 TYPES OF LICENSES, MINIMUM CAPITAL REQUIREMENT AND PERCENTAGE OF SAUDI PARTNERSHIP

NO	LICENSE TYPE	MINIMUM ACCEPTABLE CAPITAL (SR)	MINIMUM SAUDI PARTICIPATION (%)
1	Commercial with Saudi Partner	26,666,667 Foreign capital shareholding not less than twenty million (SR 20,000,000) and partnership not more than 75%.	25%
	100% Foreign Commercial	30,000,000	--
2	Communications	--	70%
3	Communications Value Added	--	30%
4	Insurance	--	40%
5	Reinsurance	--	40%
6	Property Financing	--	40%
7	Property Investment	The value of each project is not less than 30,000,000 (covering land and construction) ; the land and building will be outside the perimeter of the two Holy Mosques	--
8	Management of construction projects, detailed engineering design and EPC contracts	--	25%
9	Public transport (bus transportation within cities)	500,000	30%
10	Public transport (metro transportation within cities)	500,000	20%
11	Joint Stock Company.	500,000	--

\*Related to the limit of the cost of a single project to be constructed. There is no minimum limit for the capital of property development projects.

## 11.09 RIGHTS OF FOREIGN INVESTOR

### First: Rights of Foreign Investor in Investment

FIRST: RIGHTS OF APPLICANT OF ISSUANCE OF NEW INVESTMENT LICENSE
<ol style="list-style-type: none"><li>1. The right to respond the application of new license.</li><li>2. The right that the refusal of the new license shall be justified.</li><li>3. The right to appeal of refusal resolution before the Board of Grievances.</li></ol>
SECOND: RIGHTS OF FOREIGN INVESTOR THROUGHOUT LICENSE TERM
<ol style="list-style-type: none"><li>1. The right to enjoy all benefits, incentives and guarantees granted to the national project as per regulations and instructions according to Law of Foreign Investment.</li><li>2. The right to renew the license (for the completed application).</li><li>3. The right to get a suitable period to cure breaches observed.</li><li>4. The right to respond the written letter of breaches within the specified period.</li><li>5. The right to own the property according to the regulations of Non-Saudis' Ownership of Property according to Section No (6) of this Manual.</li><li>6. The right that investor's investments may not be confessed without juridical judgment as well as the right that expropriation of the same will only be done for public interest against a compensation according to Law of Foreign Investment.</li><li>7. The right that the sponsorship of non-Saudi employees is covered by the licensed entity.</li><li>8. The right that the sponsorship of the investor is covered by the licensed entity in case of the fulfillment of the rules and conditions stipulated in Service (9.05) of this Manual.</li><li>9. The right to transfer or otherwise legally dispose of his/her portion from the sale of his/her share, the surplus of the liquidation or earnings achieved by the entity abroad as well as the right to transfer the amounts necessary for fulfilling any contractual obligations of the project.</li><li>10. The right to respond the application of license amendment (for the completed application).</li><li>11. The right to obtain a justified refusal for any amendment application otherwise it will be included under special application in services manual.</li><li>12. The right to respond any inquiry or complaint.</li></ol>
THIRD: RIGHTS OF FOREIGN INVESTOR AFTER LICENSE CANCELLATION
<ol style="list-style-type: none"><li>1. The right to appeal SAGIA's resolutions after being aware thereof before Appeals Committee according to Service No (9.3) of this Manual.</li><li>2. The right to appeal Appeals Committee's resolutions after being aware thereof before the Board of Grievances.</li><li>3. The right to issue license for liquidation purpose.</li><li>4. The right to sponsorship transfer for the resident foreigner who initiates the application of license cancellation voluntarily according to Service No (9.05) of this Manual.</li><li>5. The right to obtain exit and re-entry visa for one time for the revoked license according to Service No. (9.07) of this Manual.</li><li>6. The right to obtain exit and re-entry visa for companions.</li><li>7. The right to renew Iqama for one time for the revoked license according to Service No (9.06) of this Manual.</li></ol>

## Second: Jurisdiction of Judicial Authorities and Quasi-judicial Committees

JUDICIAL AUTHORITIES AND QUASI-JUDICIAL COMMITTEES	JURISDICTION AS PER FOREIGN INVESTMENT'S NEEDS
District Court	<ol style="list-style-type: none"> <li>1. Lawsuit to prevent exposure to possession and lawsuits to repossess</li> <li>2. Lawsuits which value does not exceed twenty thousand (20,000) Saudi riyals.</li> <li>3. Lawsuits related to lease in which rental value does not exceed one thousand (1,000) Saudi riyals per month; provided that such lawsuit does not include claiming more than twenty thousand (20,000) Saudi riyals.</li> <li>4. Lawsuits related to employment contract in which wage or salary does not exceed one thousand (1,000) Saudi riyals per month; provided that such lawsuit does not include claiming more than twenty thousand (20,000) Saudi riyals.</li> <li>5. Lawsuits of damages because of beneficiaries whether single persons or others.</li> </ol>
General Court	<ol style="list-style-type: none"> <li>1. All in-kind lawsuits related to the property.</li> <li>2. All lawsuits of damages because of property itself including preventing of establishment of weddings hall or petrol station.</li> <li>3. Lawsuit to prevent exposure to possession of the property and lawsuits to repossess the property.</li> <li>4. Lawsuits which value exceeds twenty thousand (20,000) Saudi riyals.</li> <li>5. Other lawsuits that deemed by law within the jurisdiction of the general court.</li> </ol>
Administrative Courts	<ol style="list-style-type: none"> <li>1. Have jurisdiction over lawsuits relating to the cancellation of administrative decisions provided by concerned parties, when the cause of the appeal is lack of jurisdiction, the presence of a defect in the formation or the cause, violation of rules and regulations, fault in their application or interpretation, or abuse of power, including the disciplinary decisions, decisions issued by the quasi-judicial committees and disciplinary councils, as well as decisions by associations of public benefit, and their equivalents related to its activities. The refusal or refrainment of the administrative body to make a decision that should have been made according to laws and regulations shall be deemed administrative decision.</li> <li>2. Have jurisdiction over lawsuits of compensation submitted by concerned parties for decisions or acts of the administrative body, lawsuits relating to contracts in which the administrative body is a party, and disciplinary proceedings brought by the competent authority. Administrative Court shall also have jurisdiction over requests to implement foreign judgements and judgements of foreign arbitrators.</li> </ol>



JUDICIAL AUTHORITIES AND QUASI-JUDICIAL COMMITTEES	JURISDICTION AS PER FOREIGN INVESTMENT'S NEEDS
Commercial Courts	<p>The Commercial Court has jurisdiction over lawsuits arising from original business and consequent business; provided that the following shall be fulfilled in order that commercial disputes be under the jurisdiction of the Office:</p> <ol style="list-style-type: none"> <li>1. The Plaintiff is a merchant i.e. falling under merchant definition set forth in Article (1) of the Commercial Court Law.</li> <li>2. The defendant is a merchant as well.</li> <li>3. The subject of the dispute is pure or consequent business, therefore disputes other than business shall be excluded such as professions of: hospitals, clinics, law, consulting, engineering and accounting offices and other professions with professional nature. It is required as well as that the law has not excluded such dispute, where the provision of Article (3) stipulates that property lawsuits and its leases may not be considered business.</li> </ol>
Executive Courts	<p>Except for judgments and decisions issued in administrative and criminal lawsuits, execution judge shall have the authority to forced execution and supervision of the following:</p> <ol style="list-style-type: none"> <li>1. Judgments, decisions and orders issued by the courts.</li> <li>2. The judgments of arbitrators appended by execution order in accordance with the arbitration law.</li> <li>3. Magistrate records interpreted by the relevant bodies or ratified by the courts.</li> <li>4. Commercial documentations.</li> <li>5. Documented contracts and documentations.</li> <li>6. Judgments, judicial orders, the judgments of arbitrators and the documented documentations issued in a foreign country.</li> <li>7. Ordinary documentations which content is acknowledged entirely or partially.</li> <li>8. Contracts and other documentations that have the implementation force under the law.</li> </ol>
Elementary Body for Settlement of Labor Disputes	<p>Elementary Body has jurisdiction to settle the following finally:</p> <ol style="list-style-type: none"> <li>1. Labor disputes of any kind which value does not exceed ten thousand (10,000) Saudi riyals.</li> <li>2. Objection to the penalty imposed by the employer on the worker.</li> <li>3. The imposition of the penalties stipulated in this Law for the violation which its prescribed punishment does not exceed five thousand (5,000) Saudi riyals and for violations which its total prescribed punishment does not exceed five thousand (5,000) Saudi riyals.</li> </ol> <p>Elementary Body has jurisdiction to settle the following primarily:</p> <ol style="list-style-type: none"> <li>1. Labor disputes which value exceeds ten thousand (10,000) Saudi riyals.</li> <li>2. Compensation disputes for work injuries no matter the value of the compensation.</li> <li>3. Disputes of dismissal from work.</li> <li>4. The imposition of the penalties stipulated in Labor Law for the violation which its prescribed punishment exceeds five thousand (5,000) Saudi riyals and for violations which its total prescribed punishment exceeds five thousand (5,000) Saudi riyals.</li> <li>5. The imposition of the penalties for violations, which its punishment is a fine plus consequent punishment.</li> </ol>

JUDICIAL AUTHORITIES AND QUASI-JUDICIAL COMMITTEES	JURISDICTION AS PER FOREIGN INVESTMENT'S NEEDS
Elementary Customs Committee	<p>Customs Committee has jurisdiction over the following:</p> <ol style="list-style-type: none"> <li>1. Consider all smuggling offenses and the like.</li> <li>2. Consider all crimes and offenses committed against the provisions of the Unified Customs Law and its executive regulations.</li> <li>3. Consider the objections to the collection orders pursuant to the provisions of Article (147) of the Unified Customs Law.</li> <li>4. Consider the objections submitted to the fines resolutions in accordance with the provisions of Article 148 of the Unified Customs Law.</li> <li>5. The judgments of Elementary Customs Committee may be appealed before the Appeal Court of Customs Committee</li> <li>6. This Committee shall consider cases filed and issue its decisions by majority.</li> <li>7. Appeal period shall be thirty days from the date of notification of primary judgment issued by default and from the date of its pronouncement if it issued in the defendant's presence and judgments of the appeal committee shall be final.</li> </ol>
Committee for Settlement of Banking Disputes	<p>Committee for Settlement of Banking Disputes has the jurisdiction to settle offenses requiring punishment under Banks Control Law, in particularly banking lawsuits arising out because of the bank's practicing of its banking activity such as opening credits, abroad accounts, deposits, transfers and others. The Committee has no jurisdiction over lawsuits of credit banks.</p>
Commission for Real Property Contributions	<p>Consider all existing real property contributions (licensed and unlicensed).</p>
Zakat and Tax Objection Elementary Committee	<p>These Committees have jurisdiction over zakat and tax disputes arising out between the DZIT and the concerned parties.</p>

## 11.10 RIGHTS OF SAUDI ARABIAN GENERAL INVESTMENT AUTHORITY

### **Saudi Arabian General Investment Authority is entitled to:**

1. Inquire about license applicant(s) at any public or private Department inside or outside the Kingdom in order to ensure the integrity of data or information provided by the applicant and such applicant is not entitled to object to this procedure.
2. Obtain the necessary or required information concerning the license applicant(s) account from the Saudi Credit Office (SIMAH). In addition, it is entitled to disclose account information of the license applicant(s) or any other account with the commissioner of the Saudi Credit Office (SIMAH) and / or any other party approved by the Saudi Arabian Monetary Agency (SAMA), if necessary.
3. Use of the information of license applicant(s) before and after the issuance of the license in its various reports and issuances and it is entitled to disclose the information and data on the licensed investment to a third party as it sees fit.
4. Inspect the entity to ensure its compliance with the terms of the investment and its commitment to the terms, commitments and acknowledgments contained in this application and the investor is not entitled to object to that but he must cooperate in providing any information requested during the visit.
5. Issue a query certificate on the licensed entity to whoever request – individuals or entities who wish to check the status of entity before dealing with or by the entity itself if so desired – showing any registered irregularities or complaints about the entity, whether such irregularities have been decided on or not.
6. Prevent the provision of some or all of the services for the investor / investors or for the entity until curing the irregularities committed by the entity, paying all fines and bringing a proof thereof.
7. Board is entitled to revoke the license permanently in cases where SAGIA does not agree the application to extend the period specified in the schedule or when the non-seriousness of investor after the extension of the period is proved, and the licensed investor whose license is canceled shall bear consequences of this cancellation.
8. Impose any of penalties stipulated in Article (12) of in Law of Foreign Investment applicable in Kingdom of Saudi Arabia issued by Royal Decree No (M/1) date (15/01/1421 AH), if the foreign investor is proved to have committed any of the violations stipulated in Article (20) of Executive Regulations of Law of Foreign Investment issued by the Resolution of Saudi Arabian General Investment Authority Board No (2/74) dated (12/05/1435 AH) and have cured such violation before the SAGIA's knowledge of such violation.
9. Issue a decision not to renew the license in the event of the expiry of the license without the licensee's application to renew or in the case of non-compliance with the controls of the license renewal.

## 11.11 RULES OF USAGE POLICY OF SAGIA WEBSITE

### **Introduction:**

By using this website, you agree to these terms in full. If you do not agree to these terms and conditions or any part of these terms and conditions, you should not use this website. You should be at least [18] years old to use this website. By using this website [and agreeing to these terms and conditions], you represent and warrant that you are not less than [18] years old. As well as your access to portal shall be deemed an unconditional approval to the terms and conditions of use, and this approval shall apply as of the date of your first use of this portal.

In addition, any amendment to these terms and conditions shall take immediate effect, unless otherwise indicated, and your continued use of this website after announcing any amendment means the full acceptance of such amendment.

### **Restrictions of Use:**

By using this website, you acknowledge refraining from the following:

1. Make available or upload files that contain software, material, data or other information that is not owned by you or you do not have a license for them.
2. Use this portal in any way to send any commercial or undesirable e-mail, or any similar misuse of this website.
3. Make available or upload files that contain viruses or corrupted data on the website.
4. Publish, post, distribute or circulate materials or information than contain defamatory or violation of regulations, pornographic or obscene, material, or any material contrary to public morals, or any illegal material or information.
5. Participate in illegal or irregular activities in Kingdom of Saudi Arabia.
6. Use the website to impersonate other parties or entities.
7. Post or transmit any contents that contain any product or service that makes us in a violation of any law or regulations applicable in any domain.
8. Use any device, software or action to interfere or attempt to interfere with the proper operation of the website.
9. Collect or store personal information about others.
10. Carry out any action that imposes an improperly unreasonable or large load on the infrastructure of the website.

### **Termination of Use:**

Saudi Arabian General Investment Authority has the full right to terminate or suspend your access or use of this website without prior notice due to your violation of these terms or applicable laws or because of any action that SAGIA may see contrary to international conventions and norms, or harmful to others. In the event of termination, you will not only be able to access the website, and SAGIA will use all available ways for the application of this prohibition.

**Registration:**

Some parts of the website are open only to registered members, and / or allow the user to request support or services online by entering personal information. Once you have registered on the website, you agree to the completeness and accuracy of any information provided to us in these parts, you will not try to log into the website using the name of someone else, and you will not adopt a user name that the Saudi Arabian General Investment Authority may deem inappropriate.

**Safe Transfer of Information:**

This website is committed to providing adequate protection of the provided information. There are electronic, material and legal protection procedures to keep the confidential information of the user.

**Limitation of Liability:**

Electronic services provided online by SAGIA are only offered to facilitate manual procedures; and accordingly you recognize your full knowledge that using the website remains at your own risk. We will not be in any way liable for any loss or damage of any kind incurred due to the use of or visiting the website that may result from any delay in operation, failure of the connection, problems of access to the Internet, equipment malfunctions or software.

**Protection from Viruses:**

We make every effort to check and test the contents of this website at all stages of production, and we will not be liable for any loss, interruption or damage to your data or your computer, which may occur during connection to this website or when using the material of this website.

**Compensation:**

You agree to defend the interests of SAGIA at any official or unofficial body because of any financial or non-financial claims resulting from your violation of any provision of this Agreement. As a result, you bear all the financial and non-financial costs that has resulted from your violation of any provision of this Agreement, whether insurance, compensation, fees, or any other financial or non-financial costs. Any settlement you have made at any official or unofficial body because of your violation of any provision of this Agreement shall not be valid and effective without the explicit and written approval of SAGIA thereon.

**Waiver of Guarantee:**

You agree that your use of the website or any material available through it is at your own risk, and neither the Saudi Arabian General Investment Authority nor any of its employees will guarantee that the website will be uninterrupted or free of problems, omissions, or error, as well there is no guarantee regarding the outcome obtained from the use of the website. The content and tools on the website are provided to you without change without guarantees of any kind, whether express or implied.

# 12.00 COMMUNICATION WITH SAGIA



## 12.01 MECHANISM OF COMMUNICATION WITH SAGIA

**SAGIA welcomes communication with it through the following contact methods:**

1. You can communicate with customer service on toll free number of SAGIA (8002449990) from the Kingdom and number (+966112035777) from outside the Kingdom or send us an e-mail on (InvestorCare@sagia.gov.sa).
2. To inquire on the status of transactions and applications registered with the SAGIA, you can visit SAGIA website ([www.sagia.gov.sa](http://www.sagia.gov.sa)) and log in using the account of entity to know the status of the online application or the Department of Inquiries for the applications submitted through business centers.
3. For complaints, inquiries, suggestions and objections, please visit the website of the SAGIA ([www.sagia.gov.sa](http://www.sagia.gov.sa)) and log in using the account of entity to submit an application. In the unavailability of an account, you can take advantage of the general inquiry form in the Contact Us page at the SAGIA website.
4. You can also suggest amendment to this manual according to the form of application of action amendment to the services manual directory No (13.03) of this Manual.

## 12.02 ADDRESSES OF BUSINESS CENTERS

DETAILED ADDRESS	COORDINATES	QR CODE	TOLL-FREE
<b>Riyadh</b>			
Imam Saud bin Abdul Aziz bin Mohammed Road after the intersection of Takhassusi St in a westerly direction National Address: Building No.: 3912 Additional No.: 6229 Postal Code: 12382	24.737844, 46.637261	 Google Map	8002449990
<b>Jeddah</b>			
Prince Sultan Street after the intersection of Amal Street in a northerly direction Building No.: 7241 Additional No.: 2810 Postal Code: 23621	21.633861, 39.133348	 Google Map	8002449990
<b>Dammam</b>			
Dammam-Khobar Highway, Cement Towers, the Eastern Province, ground floor Building No.: 8501 Additional No.: 2439 Postal Code: 34421	26.330732, 50.203827	 Google Map	8002449990
<b>Madinah</b>			
Qiblatain District, Abu Bakr Road, Sultan Gardens Complex Building No.: 7667 Additional No.: 4428 Postal Code: 42351	24.482245, 39.572623	 Google Map	8002449990
<b>Jubail Industrial</b>			
Royal Commission in Jubail Industrial Building No.: Investor Relations Department Additional No.: 10001 Postal Code: 31961	27.10196, 49.564776	 Google Map	8002449990



# 13.00 FORMS AND COMMITMENTS



## 13.01 FORM OF UPDATING OF ENTITY'S CONTACT DETAILS

M/s. Saudi Arabian General Investment Authority respected,

Peace and mercy of Allah and his blessings may be upon you

We / \_\_\_\_\_ licensed by Saudi Arabian General Investment Authority under (\_\_\_\_\_) dated \_\_\_\_/\_\_\_\_/14 AH, registered in commercial register under (\_\_\_\_\_) dated \_\_\_\_/\_\_\_\_/14 AH, having headquarters in \_\_\_\_\_, \_\_\_\_\_ Road, Building No. \_\_\_\_\_, Floor No. \_\_\_\_\_, Office No. \_\_\_\_\_, having branches in \_\_\_\_\_ and website is \_\_\_\_\_ acknowledge and warrant that the entity address chosen and approved to receive notices, communications, resolutions and others from the Saudi Arabian General Investment Authority regarding entity license is the following email (\_\_\_\_\_). Entity assumes its responsibility for reading all messages directed to this email by the Saudi Arabian General Investment Authority. This address shall cause all legal effects and the entity assumes full liability for the legal results and consequences thereof.

Entity acknowledges and warrants that Mr. \_\_\_\_\_ in his capacity as \_\_\_\_\_ registered with General Organization for Social Insurance under Subscription No. \_\_\_\_\_ is the communication officer with the Saudi Arabian General Investment Authority announced on the entity's website and that contact details are as follows Office Tel.: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_ In addition, such officer has the right to receive notices, communications, resolutions and others from the Saudi Arabian General Investment Authority by any possible way including email, deliver the entity's response on the same and submit the entity's applications to the Saudi Arabian General Investment Authority. The entity is committed to notify the SAGIA officially immediately after appointment of another officer or change to his data or entity's address data.

Yours Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Capacity: General Manager \_\_\_\_\_

Hijri Date: \_\_\_\_\_

Official Seal of Entity: \_\_\_\_\_

Commerce Chamber's Approval: \_\_\_\_\_

### 13.03 SERVICE MANUAL AMENDMENT FORM

Service Manual Amendment form

APPLICATION TYPE
------------------

Amendment

Cancellation

Add

TARGETED PROCEDURE
--------------------

Procedure No.	
Procedure Text	

REQUEST'S JUSTIFICATION
-------------------------

SUGGESTIONS
-------------

EFFECTS OF SUGGESTED PROCEDURE
--------------------------------

Occupation		Applicant Name	
Date		Signature	

**Notes:**

- External applications are applied on the Email (InvestorCare@sagia.gov.sa)

## 13.04 A COMMITMENT FORM OF OBTAINING LICENSE FOR PUBLIC TRANSPORT ACTIVITY

(Acknowledgment and Commitment)

We \_\_\_\_\_ the applicant of license acknowledge and warrant:

- The application of Saudization ratios prescribed in the transportation services applicable in the Ministry of Labor and Social Development, and its amendments.
- The record of license applicant entities is free from decisions of their licenses cancellation – inside or outside the Kingdom – for the ten years prior to license application.
- Approval on using public transportation – in the event of disasters, crises and wars – as directed by the relevant agencies in the Kingdom of Saudi Arabia.
- The technical specifications of the product and production method conform to the Gulf, Saudi or International Standards.
- Submission of annual plans to improve safety level to Public Transport Authority for review.

Yours Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Hijri Date: \_\_\_\_\_

## 13.05 A COMMITMENT FORM OF LICENSE VOLUNTARY CANCELLATION

(Acknowledgment and Commitment)

I, the Investor/ \_\_\_\_\_  
(Nationality), resident under Iqama No. \_\_\_\_\_ in my capacity as partner/owner  
of \_\_\_\_\_ (Entity name) licensed by SAGIA under No. \_\_\_\_\_  
dated \_\_\_\_\_ / \_\_\_\_\_ /14 AH, acknowledge and undertake to:

1. Finalize the labor status.
2. Close the Entity's location and stop carrying on activity.
3. Not to make business or carry on activity directly or indirectly.

Yours Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Hijri Date: \_\_\_\_\_

Official Seal of Entity: \_\_\_\_\_

**Commerce Chamber's Approval:**

## 13.07 A COMMITMENT TO OBTAIN A PERMANENT CONTRACTING LICENSE

(Acknowledgment and Commitment)

We \_\_\_\_\_ the applicant of permanent contractions license acknowledge and warrant that when applying for license renewal upon its expiry, one of the following standards shall be fulfilled:

### First Standard:

Obtaining the third rank classification issued by Ministry of Municipal and Rural Affairs in the Kingdom.

### Second Standard:

Achieving the financial or technical requirements stipulated in the below schedule:

FINANCIAL STANDARDS		TECHNICAL STANDARDS			
STANDARD	MINI. REQUIREMENT	STANDARD	MINI. REQUIREMENT		
Fixed assets (1 million SR)	10	Equipment (tools)	7		
		MANPOWER	Profession	Saudis (Mini. Requirement)	Non-Saudis (Mini. Requirement)
Engineers	5		7		
Technicians	3		10		
Admin.	5		2		
Earnings (1 million SR)	15	Classification	Medium Green		

The Entity is not entitled to apply for renewal unless any of the above two standards has been fulfilled.

Yours Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Hijri Date: \_\_\_\_\_

## 13.11 A COMMITMENT FORM OF OBTAINING LICENSE FOR AGENTS OF RECRUITMENT AND HIRING OF DOMESTIC LABOR SERVICES

(Acknowledgment and Commitment)

We \_\_\_\_\_ the applicant of license acknowledge and warrant:

- Submit a certificate of experience not less than 3 years.
- The Company shall comply with and maintain Saudization ratio as determined by Ministry of Labor and Social Development and any further updates.
- The record of license applicant entities is free from decisions of cancel / withdraw / suspend their licenses – inside or outside the Kingdom – a decision or judicial decision for violating the laws, regulations and laws.
- The record of the natural partners / director of the company is free from any crime against the honor and honesty, or any violations related to the provisions governing the protection of childhood or the fight against trafficking in persons or forced labor.
- The Company shall has a website that includes all the details related to the services provided by the company.
- Submit the financial statements of the company requesting the license for the last three years.
- Obtaining an operational license by the Ministry of Labor and Social Development.

Yours Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Hijri Date: \_\_\_\_\_

## 13.12 A COMMITMENT FORM OF OBTAINING LICENSE FOR ACTIVITY OF UNIVERSITY COLLEGES AND CONSTANT UNIVERSITIES

(Acknowledgment and Commitment)

We \_\_\_\_\_ the applicant of license acknowledge and warrant:

- The application of curricula, educational strategies and tools for measuring outputs in the Kingdom branch according to their counterparts in the educational institution in its original form while adhering to the cultural identity of the Kingdom.
- Adoption of the best global applications in the education sector, including without limitation, e-learning, interactive teaching and others.
- Provide academic programs in universities and colleges as approved by the Ministry of Education and the need of the Saudi labor market.
- To limit the membership of teaching in the Kingdom of non-Saudis to the employees of the educational institution in the country with which they have a contractual relationship of not less than three years.
- Employ Saudis according to the specific percentages of the Ministry of Labor and Social Development, and develop and implement plans to assume leadership positions.
- Obtaining the operating license by the Ministry of Education.

Yours Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Hijri Date: \_\_\_\_\_



# 14.00 APPENDICES



## APPENDIX (1): SCHEDULE OF FINANCIAL LIMITS FOR CONTRACTORS CLASSIFICATION OF FIRST AND THIRD RANK

MAINTENANCE AND OPERATION - MAIN AREA (ACTIVITY)	CONSTRUCTION WORK - MAIN AREA (ACTIVITY)
Buildings Maintenance	Buildings Concrete buildings Precast buildings Steel Buildings
Road Maintenance	Roads The earthworks for the construction of roads include (landfill, leveling and compaction) Asphalting Runways Bridges Tunnels Railways
Maintenance and operation of water and sewage works	Water and Sanitation Works Water and sewage treatment plants Water and Sanitation Networks Flood drainage networks water reservoirs Irrigation and drainage projects Water and sewage pumping stations
Maintenance and operation of electrical works	Electrical works Power plants Power conversion plants Transmission and distribution of energy Street lighting Traffic lights Solar Power Plants Cathodic protection Uninterruptible power units
Maintenance and operation of E-business	E-Business Visual and audio transmission system . Equipment for visual and acoustic studios . Production control system . Monitoring, security and safety system . Medical / Laboratory Electronic Equipment . Supply and installation of computers (computers, networks and accessories)

MAINTENANCE AND OPERATION - MAIN AREA (ACTIVITY)	CONSTRUCTION WORK - MAIN AREA (ACTIVITY)
Maintenance and operation of communication technology	Communication technology. Local and remote telephone communications. Mobile Telecommunications Services. Enhanced communications services. Fiber Communication Services. Communication services using dial-up circuits and dedicated lines. Basic network capabilities Customer Access Services Development of systems, applications and databases Internet services
Maintenance and operation of mechanical works	Mechanical Works Cooling system Central air conditioning system Water and sewage pumping plants Water and sewage treatment plants Ventilation system Lifts / Escalators Silos of grain Pneumatic transport networks Container berths Bulk cargo handling networks Conveyor belt system Mechanical heating system Turbines / Steam Boilers Power plants Fire-fighting system
Maintenance and operation of industrial works	Industrial Works Factories Water Desalination Plants Oil and gas pipelines networks Flour Mills Waste incinerators Silos Shipyard Gas containers Mining and mining industries
Maintenance and operation of marine works	Marine Business Shipyard Quays Excavation and props fixation Deepening and cleaning work Underwater tunnels Underwater extensions Barriers / bridges / sea routes Anchors

MAINTENANCE AND OPERATION - MAIN AREA (ACTIVITY)	CONSTRUCTION WORK - MAIN AREA (ACTIVITY)
Maintenance of dams	Dams Concrete dams Earth dams
Maintenance of gardens and parks	Landscaping Streets planting Gardens Public Parks Organization of sites Irrigation networks for gardens
Maintenance and operation of slaughterhouses	Slaughterhouses Automatic slaughterhouses Ordinary slaughterhouses
Drilling of wells	Drilling of wells Tubular wells Manual wells
City cleanup and waste disposal and waste landfill	
Maintenance of Medical Centers	
Serving and providing nutrition for medical centers	
Serving and providing subsistence for individuals	
Communication Technology	
Maintenance of Telecom Technology	

- Source: Ministry of Municipality and Rural Affairs – Contractors Classification.

## APPENDIX (2): FOREIGN INVESTMENTS NEGATIVE LIST

### Industrial Sector

1. Oil exploration, drilling and production. Except the services related to mining sector listed at (CPC 5115+883) in International Industrial classification codes.
2. Manufacturing of military equipment, devices and uniforms.

### Service Sector

1. Catering to military sectors.
2. Security and detective services.
3. Real estate investment in Makkah and Madina.
4. Tourist orientation and guidance services related to Hajj and Umrah.
5. Recruitment services.
6. Real estate brokerage.
7. Printing and publishing. Except the following activities:
  - a) Pre-printing services internationally classified at (CPC 88442).
  - b) Printing Presses internationally classified at (CPC 88442).
  - c) Drawing and calligraphy internationally classified at (CPC 87501).
  - d) Photography internationally classified at (CPC 875).
  - e) Radio and Television Broadcasting Studios internationally classified at (CPC 96114).
  - f) Foreign Media Offices and Correspondents internationally classified at (CPC 962).
  - g) Promotion and Advertising internationally classified at (CPC 871).
  - h) Public Relations internationally classified at (CPC 86506).
  - i) Publication internationally classified at (CPC 88442).
  - j) Press Services internationally classified at (CPC 88442).
  - k) Production, selling and renting of computer software internationally classified at (CPC 88).
  - l) Media consultancies and studies internationally classified at (CPC 853).
  - m) Typing and copying internationally classified at (CPC 87505 + 87904).
  - n) Motion picture and video tape distribution services internationally classified at (CPC 96113).
8. Commission agents internationally classified at (CPC 621).
9. Services provided by midwives, nurses, physical therapy services and quasi-doctoral services internationally classified at (CPC 93191).
10. Fisheries.
11. Poison Centers, Blood Banks and Quarantine.

